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ABSTRACT

This publication contains descriptions of 100 courses for use by local education agencies in updating their Adult Consumer and Homemaking program offerings in response to new legislative and policy rulings. Courses are divided into these six categories: (1) Family Living and Parenthood Education (18 courses), (2) Nutrition (16 courses), (3) Housing and Home Management (18 courses), (4) Consumer Education (20 courses), (5) Clothing and Textiles (13 courses), and (6) Child Development, Care, and Guidance (15 courses). Each course description is arranged in this format: suggested time (number and length of sessions), course description (brief paragraph), topical outline, and list of resources. (YLB)

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ADULT PROGRAMS
IN
CONSUMER AND HOMEMAKING EDUCATION

Developed By

Betty Jo Jordan, Elizabeth Kendall, June Veach

and Yvonne Ferguson

Through the

Research Coordinating Unit

Marshall University

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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In Cooperation With

The West Virginia Board of Education

Bureau of Vocational, Technical and Adult Education

Charleston, WV 25305

JULY 1979

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PREFACE

It is with the greatest pleasure that we bring you this publication entitled ADULT PROGRAMS IN CONSUMER and HOMEMAKING EDUCATION. This material was developed by Betty Jo Jordan, Elizabeth Kendall, June Veach and Yvonne Ferguson through a contract with the Research Coordinating Unit at Marshall University, Huntington, West Virginia.

This publication was developed to assist local education agencies in updating Adult Consumer and Homemaking programs in response to new legislative and policy rulings.

This material was disseminated to West Virginia Vocational Educators at the annual Vocational Education Conference in August 1979 at West Virginia University.

Additional copies of this publication are available from:

Vocational Curriculum Laboratory
Cedar Lakes Conference Center
Ripley, West Virginia 25271
(Toll Free) 800-642-2670

I trust this material will assist your programs. Any suggestions you may have for improving this publication may be sent to our State Curriculum Lab. Through this feedback we plan to continually update our materials.

VOCATIONAL, TECHNICAL AND ADULT EDUCATION

Clarence E. Burdette

Clarence E. Burdette
Assistant State Superinterdent of Schools

FOREWORD

Adult supplemental classes have traditionally been a part of consumer and homemaking education in West Virginia. It is an established part of the educational system in many counties. This publication is an attempt to assist Local Education Agencies update their offerings in response to legislative and policy rulings.

In November, 1978 the West Virginia Board of Education and the West Virginia Board of Regents issued a Joint Policy Statement on Vocational, Technical and Adult Education. One of the issues included in this statement is: "Both Boards hereby reiterate existing policy that all hobby and leisure-time classes such as belly dancing, cake decorating, basketweaving and wine tasting must be financially self-sufficient and that no public funds will be used to support these classes. However, recognizing that there is considerable public interest at times in such offerings, the Boards encourage their respective institutions to respond to such interest on a cost-recovery basis with charges to participants or outside sponsors covering the entire cost of the classes.

Public Law 94-482, Subpart 5, Consumer and Homemaking Education, states that the monies shall be used for instructional programs for the occupation of homemaking, including but not limited to, consumer education, food and nutrition, family living and parenthood education, child development and guidance, housing and home management and clothing and textiles. This publication is designed for the adult population in response to this legislation and the joint statement.

The funds for this project were provided through consumer and homemaking monies to achieve Goal #6, Subpart 5, Section 150 in the State Plan for Vocational Education, 1979. The contract was given to The Research Coordinating Unit at Marshall University whose contract consultants were Betty Jo Jordan, Elizabeth Kendall and June Veach. Many of the resources listed were purchased and placed in the West Virginia Vocational Curriculum Laboratory for use of teachers throughout the state.

This publication is directed toward meeting basic needs of society and should give the local vocational directors many ideas to strengthen the adult program. The promotion and success of adult supplemental programs depends primarily on local vocational directors, home economics teachers, community education coordinators and teacher educators in vocational education programs.

Working together we can meet the changing educational needs of adults in West Virginia.

Yvonne Ferguson
State Supervisor
Home Economics Education

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IT'S YOUR PROBLEM - BUT IT'S NOT YOUR FAULT

YOUR AGING PARENT(S)

Suggested Time: Four 2-hour sessions

Course Description: Growing old is a fact of life. Many adjustments are required as life situations change. This course will discuss many aspects of aging, dealing particularly with the concern of many families today, that of aging parents.

Topical Outline:

I. Facing Up to Feelings

- A. Recognizing your feelings
  - 1. Love - is it enough
  - 2. Fear and anxiety
  - 3. Indifference
  - 4. Anger and contempt
  - 5. Shame
- B. Your reactions to aging
  - 1. Your own aging
  - 2. Your parents' aging
  - 3. Accepting a different role
- C. Results of unresolved feelings
  - 1. Withdrawal
  - 2. Oversolicitousness and domination
  - 3. Faultfinding
  - 4. Denial
  - 5. Scapegoating
  - 6. Protracted adolescent rebellion

II. What Have They Got to Lose?

- A. Misconceptions and misinformation about aging
- B. A high risk period
- C. Loss of physical health
- D. Loss of social contacts
- E. Loss of familiar roles
- F. Loss of financial security
- G. Loss of independence and power
- H. Loss of mental stability
- I. Reactions to loss
  - 1. Normal reactions
  - 2. Extreme reactions
    - a. Depression
    - b. Hypochondriasis
    - c. Psychotic reactions
    - d. Chronic organic brain disorders

III. Improving the Quality of Your Parent's Life

   A. A role in the family
   B. A role in the community

IV. Your Parents: A Growing Dependency

   A. Finding help in the community
      1. Meals on wheels
      2. Senior centers
      3. Homemaker services
      4. Others
   B. From your home to a nursing home
      1. How to choose a nursing home

V. Money Matters and Your Parents

   A. Living on a fixed income
   B. Social security benefits
   C. Food stamps
   D. Other community support services

VI. Your Patent and His/Her Doctor

   A. Increased cost of health care
   B. Medicare and medicaid
   C. Reactions to illness

VII. Diseases of the Elderly

VIII. Behavioral Changes in the Elderly

IX. Your Parent at a Crossroad

   A. The healthy aged parent
   B. Doing the best you can
   C. Marriage, widowhood, widowerhood, remarriage, sex
   D. Talking about death
   E. Retirement adjustment

Resources:

Puner, Morton. To The Good Long Life. NY: Universe Books, 1974.

Silverstone, Barbara and Hyman, Helen K. You and Your Aging Parent. NY: Pantheon Books, 1976. (Division of Random House, Inc., 201 E. 50th St., New York, NY 10022)

Otten, Jane and Shelly, Florence. When Your Parents Grow Old. NY: Funk and Wagnalls, 1976.

Blau, Zena Smith. Old Age in a Changing Society. NY: New Viewpoints, 1973. (Division of Franklin Watts, Inc., 845 3rd Ave., NY, NY 10003)

Buckley, Mary. *The Aged Are People Too*. Port Washington, NY: Kennikat Press, 1972. (P. O. Box 270, Port Washington, NY 11050)

American Home Economics Association. *Developing Insights into Aging*: An Annotated Bibliography, 1978. (2010 Massachusetts Ave., NW, Washington, DC 20036)

JOURNAL OF HOME ECONOMICS. American Home Economics Association, 2010 Massachusetts Ave., NW, Washington, DC 20036.

-"The Family and Aging" September 1977
-"Elderly and the Aging Process" April 1974
-"Aged in Small Town USA" September 1976
-Entire Issue Fall 1978

"The Ending." Filmstrip and cassette tape. NY: Prentice-Hall, 1973. (Prentice-Hall Media, Inc., 150 White Plains Road, Tarrytown, NY 10591)

National Council on Family Relations, 1219 University Ave., SE, Minneapolis, MN 55414

National Council on Aging, 1828 L St., NW, Washington, DC 20036

DYING IS A LONELY BUSINESS

DEALING WITH DEATH AND DYING

Suggested Time: Six 2-hour sessions

Course Description: This class deals with attitudes about death, how death affects family members, coping with death, funeral and burial arrangements, and accepting death as a fact of life.

Topical Outline:

I. Attitudes Toward Death and Dying

II. The Language of Dying

- A. Denial and isolation
- B. Anger
- C. Bargaining
- D. Depression
- E. Acceptance
- F. The persistance of hope

III. Effects on the Family

- A. Before death
- B. After death has occured
- C. Resolution of grief and anger

IV. The Way We Die

- A. Patients in hospitals no longer die
- B. Violent death
- C. The doctor did everything possible - emergency room vs. private care

V. Games People Play

- A. The doctors' game - right of patients to know truth, not deception
- B. The nurses' game - a game for steady nerves watching patients die
- C. The family's game - pretense
- D. Basic feelings (a crying in the heart) are left unsaid
- E. The patients' game - play by someone else's rules - also a private game with death - awareness may contribute to peace of mind

VI. Children and Death

- A. Mother knew it all along - should child be told he is dying?
- B. Explaining death to children
- C. How children view death and themselves

VII. The Right To Die

VIII. Where the Dying Teach the Living

IX. Grief Wears Heavy Shoes (mourning the dead) - coping with death

- A. Accepting the inevitable
- B. Crisis intervention among the bereaved
  - 1. abnormal grief - characteristics of
    - a. Despair
    - b. Worry
    - c. Depression
    - d. Self-neglect

X. Are Funerals Really Necessary?

- A. To view or not to view
- B. Burial vs. cremation
- C. The deep freeze - biological extension of life - cyronics

XI. Funerals and Burials - Arrangements and Costs

- A. Advance planning helps
  - 1. Funeral insurance
  - 2. Pre-arranged burial contract
  - 3. Joint savings account
  - 4. Other payment possibilities
- B. Bequeathing your body - the gift of life
- C. When death occurs
  - 1. Chain of events
  - 2. Embalming
  - 3. Death certificate
  - 4. Notifying friends and relatives
  - 5. A death away from home
  - 6. Choice of funeral director
- D. Funeral costs
  - 1. Funerals can be simple and dignified
  - 2. Standard services
  - 3. Choice of casket
  - 4. Cremation
  - 5. Average funeral costs
  - 6. If you can't afford it . . .
  - 7. Memorial societies
- E. Burial costs
  - 1. Vault or concrete liner
  - 2. Cemetery lot - checklist for selecting lot
  - 3. Interment and recording fee
  - 4. Monument and grave marker
  - 5. Mausoleums
- F. Religious and memorial services
- G. After the funeral . . .
  - 1. Business and legal matters

XII. The Question of Survival After Death

Resources:

Kubler-Ross, Elizabeth. On Death and Dying. NY: MacMillian Publishing Co., Inc., 1974 (866 3rd Ave., NY, NY 10022)

--Death - The Final Stage of Growth. Englewood Cliffs, NJ: Prentice-Hall, 1975.

--Questions and Answers on Death and Dying. NY: Collier Books, 1974. (Collier Book Co., Front and Brown Sts., Riverside, NJ 08075)

Degerberg, Osborn. Living With Death. NY: E. P. Dutton & Co., Inc., 1976. (201 Park Ave. S., NY, NY 10003)

Dempsey, David. The Way We Die. NY: MacMillan Publishing Co., Inc., 1975.

Stevens, Helen. "Funerals and Burials." University of Kentucky Cooperative Extension Service, H.E. 5-161A. Revised 7-76. (University of Kentucky, Lexington, KY 40506)

Furman, Harold. A Child's Parent Dies. New Haven, CT: Yale University Press, 1974. (92 Yale Station, New Haven, CT 06520)

Bauman, Harold. Grief's Slow Work. Scottdale, PA: Hearald Press, 1973. (Mennonite Publishing House, Scottdale, PA 15683)

Phipps, Joyce. Death's Single Privacy: Grieving and Personal Growth. NY: Seabury Press, 1974. (Seabury Press, Inc., 815 2nd Ave., NY, NY 10017)

"Death Education." Journal of Home Economics, March 1977. (American Home Economics Association, 2010 Massachusetts Ave., N.W., Washington, DC 20036)

"Coping with Death and Dying." Five-30 minute cassette tapes. Ross Medical Associates, 1825 Slyvan Court, Flossmoor, IL 60422.

Wolf, A. W. M. Helping Your Child to Understand Death. NY: Child Study Assoc., 1975. (Child Study Press, 50 Madison Ave., NY, NY 10010) $2.50

"Though I Walk Through the Valley." 29 minutes, 16mm, color, sound, 1973. Pyramid Films, P. O. Box 1048, Santa Monica, CA 90406)

"Dilemmas of Euthenasia"; "Euthenasia: Rights and Realities"; "A Living Will"; "The Right to Die with Dignity." The Euthenasia Educational Council, 250 W. 57th St., NY, NY 10019.

Resources for Discussion:

Gunther, John. Death Be Not Proud. NY: Harper and Row, 1949. (49 E. 33rd St., NY, NY 10017)

Piccolo, Joy. Brian's Song. NY: Bantam, 1972. (Bantam Books, Inc., 666 5th Ave., NY, NY 10019)

COMING APART AT THE SEAMS
COPING WITH CRISES

Suggested Time: Four 2-hour sessions

Course Description: Moving to a new town, changing jobs; they can affect different people in different ways. Understanding why crises occur and what help is available is the purpose of this course.

Topical Outline:

I. Overview of the Nature of a Crisis: How it develops

   A. Erik Erikson - identity crisis
      1. Loss of someone who is important in our life structure
      2. New and threatening people or events are injected into life
      3. Experience changes in status and role relationship

II. Importance of Crisis Management/Intervention

   A. Process of counseling
   B. Anticipation and emotional preparation
   C. The importance of understanding
      1. What's happening inside of you during a crisis

III. The Anatomy of a Crisis

   A. Physiology
   B. Anthropology
   C. Sociology
      1. Social Patterns
      2. Conflict
   D. Psychology - behavior

IV. You Face A Crisis

   A. Substance abuse
      1. Drugs
      2. Alcohol
      3. Poisoning
   B. Family and enviromental problems
      1. Sexual abuse
      2. Child abuse
      3. Spouse abuse
   C. Suicide
   D. Death
      1. Understanding and responding to the dying person
      2. Reaction to death
      3. Explaining death to family members
   E. Illness or disability

- F. Financial and career crisis
- G. Crime
- H. Divorce and family separation
- I. Unwanted pregnancy
- J. Stress
    - 1. Emotional
    - 2. Occupational
- K. Natural disasters
- L. Emotions and crisis
    - 1. Psychiatric emergency
- M. Family communication

V. Let Yourself Be Helped

- A. Manage yourself
    - 1. Fear
    - 2. Uncertainties
    - 3. Apprehension
- B. Reasons for hesitancy in seeking treatment
- C. How to get help
    - 1. Community resources
    - 2. State programs

VI. Crisis Therapy

- A. Acting out
- B. Counseling
- C. Group action

VII. Anticipating Crisis

- A. Emotional maturity
    - 1. Ability to be guided by reality rather than fear
    - 2. Long-term values
    - 3. Grown-up conscience
    - 4. Independence
    - 5. Capacity to give and receive love
    - 6. Reasonable dependence
    - 7. Reasonable aggressiveness
    - 8. Healthy defense mechanisms
    - 9. Good sexual adjustment with acceptance of one's own gender
    - 10. Good work adjustment

VIII. The Aftermath

- A. Emotional repercussions
- B. Nature of withdrawal symptoms
    - 1. Valid forms of treatment

IX. Crisis and Personal Growth

- A. Beyond the personal

X. Children and Crisis

***Suggestions for Course: Professional with crisis training

Resources:

Harrison, Phyllis. *Getting It Together*. NY: Globe Book Co., Inc., 1973. (Learning Trends, Division of Globe Book Co., Inc., 175 5th Ave., New York, NY 10010)

Jackson, Edgar N. *Coping with the Crises in Your Life*. NY: Hawthorn Books, Inc., 1974. (260 Madison Ave., New York, NY 10016)

Neuhaus, Robert and Neuhaus, Ruby. *Family Crises*. Columbus, OH: Charles E. Merrill, 1974.

Sasse, Connie R. *Person to Person*. Peoria, IL: Chas. A. Bennett, 1978.

Public Affairs Pamphlets, 381 Park Ave. S., New York, NY 10016
Pamphlet #538 Understanding Stress
#410 Talking It Over At Home - Problems in Family Communication
#542 A Death in the Family
#541 Helping Children Face Crises
#464 How to Cope with Crises
#305 Tensions and How to Master Them
#155 Mental Health is a Family Affair

West Virginia Department of Welfare

Community Mental Health Center

PASSAGES: FROM ADOLESCENT TO ADULT

DEALING WITH THE ADOLESCENT

Suggested Time: Three 2-hour sessions

Course Description: Teen-agers have always presented a puzzle to their parents. The ways they dress, speak, and act may seem representative of another culture. This course attempts to offer explanations of adolescence and discuss how parents and their teen-agers may better understand each other.

Topical Outline:

I. Adolescence Defined

  A. Theories of adolescence
  B. Adult vs. adolescent: a difference of opinion

II. Suddenly: Adolescence

  A. Growth toward puberty
  B. Emotional pressure
  C. Social maturation
  D. Subjective view of self
  E. New scope of understanding
  F. Feeling of uniqueness
    1. Self-absorption is typical

III. Functions of the Family: Relevant to the Adolescent?

  A. Reproduction
  B. Care of family members
  C. Affection
  D. Physical maturation
  E. Allocation of resources
  F. Maintenance of order
  G. Maintenance of morals
  H. Motivation
  I. Placement of members in a larger society

IV. Communicating About Puberty

  A. Acceptance of sexuality
  B. Importance of "normality"
  C. Excessive emphasis on the physical
  D. Erotic dreams/nocturnal emissions
  E. Unbidden sexual thoughts
  F. Burden of needless guilt
    1. Feelings
    2. Experiences
      a. Masturbation
  G. Early maturers

20

H. Late maturers
I. Sexual curiosity
  1. Importance of early information
    a. Contraception
    b. Venereal disease
J. Sexual relations
  1. Instilling sexual values

V. Boy - Girl Relationships

A. Boys and girls together
  1. Developing a social code
  2. Avoiding social pressure
B. First boy-girl encounter
C. Helping the adolescent belong
  1. Social trouble
  2. Feelings: shy, ugly, left out, self-conscious
  3. Suffering - it's real to them
D. Overemphasis on popularity
E. Building on the adolescent's assets
F. Sharing knowledge vs. overwhelming with advice and suggestion
G. The first date
  1. Is he/she ready for dating
H. Boy-girl behavior differences
  1. Masculine and feminine roles
    a. Helping the adolescent perceive his/her role

VI. The Struggle Over Limits

A. Beginning of independence
B. Relinquishing parental authority
  1. Freedom to come and go
C. The need for guidance
  1. He/she may rage at his/her parents and yet be in constant need of them
  2. Wants to be independent and dependent at the same time
D. How he/she looks - dress
E. The telephone
F. Verbal hostility
G. Setting bedtime
H. Changing the rules
  1. but everybody else . . .
I. Household chores
J. Television
K. When they break the rules
  1. Reasons behind the rules
  2. Possibility of compromise

VII. Values

A. Imparting your values
B. Values are changing
C. Conflicting principles
  1. Do as I say, not as I do

- D. Talking out right and wrong
- E. Learning from mistakes
- F. Outside influences
    - 1. Friends
        - a. Danger of poor choices
    - 2. Peer groups
    - 3. Value of surrogate parents

VIII. Changing Attitudes Toward School

- A. Goals in American high schools - philosophies and objectives
- B. Actual effects of schooling
- C. Implications for change
    - 1. Judging the school
    - 2. When a child fails
    - 3. Homework/study habits
    - 4. A visit is revealing
    - 5. The teacher
    - 6. Motivation to learn

IX. Health

- A. Posture
- B. Acne and general skin care
- C. Eating habits
    - 1. Getting through to the adolescent
    - 2. Importance of breakfast
    - 3. Lunch and snacks
- D. Overweight
    - 1. Exercise is the key
    - 2. Dieting safely
    - 3. Plannning the diet
- E. Getting enough sleep
- F. Cigarettes
    - 1. Statistics
- G. Medical checkups
    - 1. Seeing the doctor
        - a. Attitude
    - 2. What the checkup should include
    - 3. Immunization

X. Do Parents Cause Adolescents Misery?

- A. What they want from you
    - 1. Need to be appreciated/accepted
    - 2. Empathy
        - a. Their suffering is real
- B. Handling moodiness
- C. Why they reject you
- D. Accepting their attitudes
- E. Building better communication
    - 1. Communication patterns
    - 2. Communication problems
    - 3. Communication skills

- F. Serious problems
  - 1. Adjustment vs. maladjustment

XI. Money and Your Teen-age Consumer

- A. The importance of money
- B. Their reasons for working
- C. Values beyond money
- D. Should working teen-agers contribute?
- E. Learning to handle money
  - 1. How much allowance
  - 2. Spending his/her own money

XII. Copping Out or Coping: Contemporary Issues and Adolescents

- A. Drugs and other escape mechanisms
  - 1. The need for trust
  - 2. Heroin
  - 3. LSD
  - 4. Stimulants and depressants
  - 5. Alcohol
- B. Marijuana
  - 1. Varying effects
  - 2. Excessive use
  - 3. Psychological dependence?
- C. Crime
- D. Sex
- E. Depression and suicide
- F. Death and dying
- G. Keeping the lines open
  - 1. Discussing risk-taking
  - 2. Family patterns are significant
    - a. "Socially acceptable" patterns of behavior
      - (1) Use of prescription and over-the-counter drugs
      - (2) Family problems
- H. The allure of "escape"
- I. Coping with temptation
- J. How to detect drug use

XIII. When the Adolescent Leaves Home - For Parents

- A. "Deserted parents' syndrome" - not prepared for growth of their children beyond their control, feel threatened and rejected; act defensively--say no and do things to widen the breach and extend the problem indefinitely
- B. Avoiding the "empty nest syndrome"
  - 1. Filling the hours of the day
  - 2. Educational opportunities
  - 3. Volunteer work
  - 4. Evaluating skills
  - 5. Reasons for working
  - 6. Your marriage - nurturing the relationship

Resources:

Callahan, Sidney C. *Parenting: Principles and Politics of Parenthood*. NY: Doubleday, 1973. (Doubleday & Co., Inc., Garden City, NY 11530)

Albrect, Margaret. *Parents and Teenagers: Getting Through to Each Other*. NY: Parents' Magazine Press, 1972. (52 Vanderbilt Ave., NY, NY 10017)

Hoover, Mary B. *The Responsive Parent: Meeting the Realities of Parenthood Today*. NY: Parents' Magazine Press, 1972.

Bienvenue, Millard J. "Why They Don't Talk to Us," *New York Times Magazine*, September 14, 1969, page 86.

Siberman, Charles E. *Crisis in the Classroom: The Remaking of American Education*. NY: Random House, 1970. (201 E. 50th St., NY, NY 10022)

Ginnott, Hiam. *Between Parent and Teenager*. NY: MacMillan, 1969. (MacMillan Co., 866 3rd Ave., NY, NY 10022)

Minton, Lynn. *Growing Into Adolescence*. NY: Parents' Magazine Press, 1972. $5.95.

Gordon, Thomas. *Parent Effectiveness Training*. NY: Peter Wyden, 1970. (750 3rd Ave., NY, NY 10017)

Curran, Delores. *What Are Parents For Anyway?* St. Meinrad, IN: Abbey Press, 1972. (Abbey Press, St. Meinrad, IN 47577)

Landis, Paul H. *Your Marriage and Family Living*. 4th ed., NY: McGraw Hill, 1977. (1221 Avenue of the Americas, NY, NY 10020)

Wahlroos, Sven. *Family Communication: A Guide to Emotional Health*. NY: MacMillan Publishing Co., Inc., 1974.

Gattegno, Caleb. *The Adolescent and His Will*. NY: Outerbridge and Dienstfrey, 1971. (200 E. 72nd St., NY, NY 10023)

Adams, James F. *Understanding Adolescence*. 3rd ed., Boston: Allyn & Bacon, Inc., 1976. (470 Atlantic Ave., Boston, MA 02210)

Jackson, Edgar. *Coping with the Crises in Your Life*. NY: Hawthorn Books, 1974. (260 Madison Ave., NY, NY 10016)

Resources for Discussion:

Sparks, Beatrice. *Voices*. NY: The New York Times Book Co., Inc., 1976. (Three Park Ave., NY, NY 10016)

Eagan, Andrea. *Why Am I So Miserable If These Are the Best Years of My Life?* NY: J.B. Lippincott Co., 1976. (E. Washington Square, Philadelphia, PA 19105)

Resources:

Callahan, Sidney C. Parenting: Principles and Politics of Parenthood. NY: Doubleday, 1973. (Doubleday & Co., Inc., Garden City, NY 11530)

Albrect, Margaret. Parents and Teenagers: Getting Through to Each Other. NY: Parents' Magazine Press, 1972. (52 Vanderbilt Ave., NY, NY 10017)

Hoover, Mary B. The Responsive Parent: Meeting the Realities of Parenthood Today. NY: Parents' Magazine Press, 1972.

Bienvenue, Millard J. "Why They Don't Talk to Us," New York Times Magazine, September 14, 1969, page 86.

Siberman, Charles E. Crisis in the Classroom: The Remaking of American Education. NY: Random House, 1970. (201 E. 50th St., NY, NY 10022)

Ginnott, Hiam. Between Parent and Teenager. NY: MacMillan, 1969. (MacMillan Co., 866 3rd Ave., NY, NY 10022)

Minton, Lynn. Growing Into Adolescence. NY: Parents' Magazine Press, 1972. $5.95

Gordon, Thomas. Parent Effectiveness Training. NY: Peter Wyden, 1970. (750 3rd Ave., NY, NY 10017)

Curran, Delores. What Are Parents For Anyway? St. Meinrad, IN: Abbey Press, 1972. (Abbey Press, St. Meinrad, IN 47577)

Landis, Paul H. Your Marriage and Family Living. 4th ed., NY: McGraw Hill, 1977. (1221 Avenue of the Americas, NY, NY 10020)

Wahlroos, Sven. Family Communication: A Guide to Emotional Health. NY: MacMillan Publishing Co., Inc., 1974.

Gattegno, Caleb. The Adolescent and His Will. NY: Outerbridge and Dienstfrey, 1971. (200 W. 72nd St., NY, NY 10023)

Adams, James F. Understanding Adolescence. 3rd ed., Boston: Allyn & Bacon, Inc., 1976. (470 Atlantic Ave., Boston, MA 02210)

Jackson, Edgar. Coping with the Crises in Your Life. NY: Hawthorn Books, 1974. (260 Madison Ave., NY, NY 10016)

Resources for Discussion:

Sparks, Beatrice. Voices. NY: The New York Times Book Co., Inc., 1976. (Three Park Ave., NY, NY 10016)

Eagan, Andrea. Why Am I So Miserable If These Are the Best Years of My Life? NY: J. B. Lippincott Co., 1976. (E. Washington Square, Philadelphia, PA 19105)

PULLING YOUR OWN STRINGS

BUILDING SELF-CONFIDENCE

Suggested Time: Two 2-hour sessions

Course Description: Does anyone ever know him/herself completely? Do you have traits you would like to improve or change? This course discusses ways to improve your self-esteem and build self-confidence and provides for discussion and class participation.

Topical Outline:

I. Self Concept

- A. Knowing yourself
    - 1. Developing a self profile inventory
    - 2. Perceptions
        - a. How you think others view you
        - b. How you view yourself
    - 3. Attitudes
- B. Personal goals to enhance and improve
- C. Your emotional environment

II. Self Appreciation and Role Identification

- A. Basic needs
- B. Self concept
- C. Peer group acceptance
- D. Evaluation of peer relationships
- E. Responsibilities of your role(s)

III. Personality

- A. Definition of personality
- B. Factors that influence personality
- C. Retraining personality traits

IV. Character Development

- A. Character definition
- B. Values and goals
- C. Code of behavior

V. Glad To Be Me

- A. Building self esteem
- B. Asserting yourself - how to say yes and no
- C. Improving your self image
    - 1. Short-term plans
    - 2. Long-range plans

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Resources:

Sasse, Connie R. Person to Person. Peoria, IL: Chas. A. Bennett, 1978.

Fensterhiem, Herbert and Baer, Jean. Don't Say Yes When You Want to Say No. NY: David McKay Co., Inc., 1975. (750 3rd Ave., NY, NY 10017)

Satir, Virginia. Peoplemaking. Palo Alto, CA: Science and Behavior Books, 1972.

Harris, Thomas. I'm OK-You're OK. NY: Harper and Row, 1969. (49 E. 33rd St., NY, NY 10016)

Newman, Mildred and Berkowitz, Bernard. How to Be Your Own Best Friend. NY: Random House, Inc., 1973. (201 E. 50th St., NY, NY 10022)

Poduska, Bernard. You Can Cope: Be the Person You Want to Be Through Self-Therapy. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1976.

Barksdale, L. S. Building Self-Esteem.

DRIFTING ALONG - DON'T GET CAUGHT WITHOUT A PADDLE

DECISION MAKING BEFORE MARRIAGE

Suggested Time: One 3-hour session

Course Description: People get married for many different reasons. But whatever the reason, the decision to marry should be carefully considered. Drifting or deciding - this course will discuss readiness and preparation before marriage and also alternatives to marriage in today's society.

Topical Outline:

I. Marriage: Are You Ready?

  A. Emotional readiness
  B. Social readiness
  C. Readiness for relationships
  D. Educational readiness
  E. Occupational readiness
  F. Financial readiness
  G. Moral readiness

II. Changing Lifestyles

  A. Changes in society
    1. Singles living
    2. Alternative life styles
    3. Male-female relationships
  B. Changes in you
    1. Changing family ties
    2. Widening your social circle

III. Making Personal Commitments

  A. Establishing a household
    1. Selecting the right mate
    2. Sharing and accepting responsibility
      a. Financial
      b. Housekeeping
    3. Creating a positive atmosphere
      a. Willingness to cooperate
      b. Ability to communicate
      c. Sensitivity to other people's feelings
      d. Resolving and coping with conflict
  B. Establishing relationships
    1. Stages of relationships
      a. One-sided attraction
      b. Mutual attraction
      c. Companionableness
      d. Affection

   e. Love
   f. Mutual commitment
   g. Intimacy

IV. The Decision to Marry

- A. Limitations on choice
- B. Factors in mate selection
  - 1. Similarity
  - 2. Complementarity
  - 3. Difference
  - 4. Age
  - 5. Education and intelligence
  - 6. Family ties
- C. Predicting marital success
- D. The engagement period
  - 1. Assisting the adjustment
- E. "Remodeling" your choice
  - 1. Danger of remodeling
  - 2. Persistance of habits
  - 3. Need for respect
  - 4. Engagement adjustments foreshadow marital adjustments
- F. The final decision is yours
  - 1. Pressure from family, friends
  - 2. Societal pressures

V. Before Applying for a Marriage License: Consider---

- A. Are you ready?
- B. Budgeting
- C. Family planning
- D. Sex education
- E. Interpersonal relationships

Resources:

Landis, Paul H. Your Marriage and Family Living. NY: McGraw Hill Book Co., 4th ed., 1977. (1221 Avenue of the Americas, NY, NY 10020)

Sasse, Connie R. Person to Person. Peoria, IL: Chas. A. Bennett Co., Inc., 1978. (Charles A. Bennett Co., Inc., 809 West Detweiller Drive, Peoria, IL 61614)

Paolucci, Beatrice. Personal Perspectives. NY: Webster Division, McGraw Hill Book Co., 1977.

Belgum, David. Why Marry? Since You Don't Need a License to Love. Minneapolis: Ausburg Publishing House, 1972. (426 S. 5th St., Minneapolis, MN 55415)

O'Neill, Nena. The Marriage Premise. NY: M. Evans & Co., Inc., 1977. (J. B. Lippincott Co., E. Washington Square, Philadelphia, PA 19105)

O'Neill, George and Nena. Open Marriage: A New Lifestyle for Couples. NY: M. Evans & Co., 1972.

Crosby, John. Illusion and Disillusion: The Self in Love and Marriage. Belmont, CA: Wadsworth Publishing Co., 1973. (Belmont, CA 94002)

McCary, James Leslie. Freedom and Growth in Marriage. NY: John Wiley and Sons, Inc., 1975.

DIVORCE - AN AMERICAN TRADITION?

DEALING WITH DIVORCE

Suggested Time: Three 2-hour sessions

Course Description: One out of every three marriages ends in divorce. Three out of every four teen-age marriages end in divorce. What are the reasons behind the rising divorce rates and how does divorce affect individuals and families? These and other aspects of divorce will be discussed in this course.

Topical Outline:

I. Causes of Separation of Family Members

- A. Rising divorce rate
- B. Lack of preparation for marriage
- C. Infidelity
- D. Relaxed divorce standards
- E. Social acceptance

II. Effects of Separation and Divorce on Individuals and Families

- A. Emotional
- B. Organizational
- C. Financial
- D. Sources of help

III. Considering Divorce

- A. Counseling and conciliation services
- B. Choosing a lawyer
  - 1. Questions to ask
  - 2. Attorney-client relationship
- C. Cost of divorce

IV. Divorce

- A. Definition
  - 1. Divorce
  - 2. Annulment
  - 3. Legal separation
  - 4. Dissolution
- B. Grounds for divorce
  - 1. No-fault divorce
  - 2. Fault divorce
  - 3. Adultery
  - 4. Abandonment
  - 5. Cruelty
  - 6. Drug and habitual intoxication
  - 7. Imprisonment

8. Support
9. Insanity
10. Fraud
    a. Misrepresentation of intention
    b. Physical defects
    c. Concealment

V. Legal Status of Divorce

A. Divorce laws
   1. In West Virginia
   2. Local laws
B. No-fault divorce
C. Changes in the law

VI. Readjustment: The Aftermath of Divorce

A. Emotional trauma
B. Custody of children
   1. Child support payments
C. Alimony
   1. Who should pay
   2. How much

VII. Children and Divorce

A. Emotional and psychological effects
B. Divorce may be the best thing that ever happened to them
C. Visiting their other parent

VIII. Separation

A. Grounds for a separation action
   1. Adultery
   2. Abandonment
   3. Cruelty
   4. Drugs and habitual intoxication
   5. Imprisonment
   6. Separation by agreement
   7. Separation by judgment

IX. Annulment

A. Grounds for an annulment action
   1. Non-age (minor)
   2. Prior subsisting marriage
   3. Fraud

X. Property Rights of Husband and Wife

A. Background
   1. Common-law system
   2. Married women's property act
   3. Community property

    4. Modern common-law system
    5. Equitable property distribution
  B. Marital property systems today
    1. Pure common-law - includes West Virginia
    2. Community property
    3. Equitable distribution law

XI. Separation Agreements and Property Settlements

- A. Contents of the separation agreement
  - 1. Recitals
    - a. Date
    - b. Names of parties and children
    - c. Residence of parties
    - d. Time and place of marriage
    - e. Real and personal property
    - f. Consideration (what is given for what)
    - g. Right to live separate and apart
- B. Provisions of a separation agreement
  - 1. Separation
  - 2. Debts
  - 3. Personal property
  - 4. Real property
  - 5. Custody
  - 6. Visitation
  - 7. Child support
  - 8. Alimony
    - a. Escalation
  - 9. Remarriage
  - 10. Fringe benefits
    - a. Life insurance
    - b. Wills
  - 11. Income tax information
  - 12. Counsel fees

XII. Enforcement of Court Rulings

- A. Arrest
- B. Contempt
- C. Judgment
- D. Security
- E. Sequestration - use property for security
- F. Stay
- G. Wage deductions
- H. Uniform reciprocal enforcement of support act
- I. Uniform support of dependents law

XIII. Tax Aspects of Divorce and Separation

- A. Who pays tax on
  - 1. Alimony
  - 2. Child support
- B. Capital gains taxes and property settlements

C. Child support payments
D. Deduction for dependent child
E. Family home payments
F. Life insurance premiums
G. Counsel fees
H. Lump-sum settlements
I. Arrears

Resources:

Felder, Raoul L. *Divorce: The Way Things Are, Not the Way Things Should Be*. NY: The World Publishing Co., 1971.

Yates, Martha. *Coping: A Survival Manual for Women Alone*. Englewood Cliffs, NJ: Prentice-Hall, 1976. (Prentice-Hall, Inc., Englewood Cliffs, NJ 07632)

Bass, Howard L. and Rein, M. L. *Divorce Law: The Complete Practical Guide*. Englewood Cliffs, NJ: Prentice-Hall, 1976 ($4.95)

Bach, George. *The Intimate Enemy*. NY: Avon Books, 1968. (Avon Books, Division of Hearst Corp., 959 8th Ave., New York, NY 10019)

Rogers, Carl. *Becoming Partners: Marriage and Its Alternatives*. NY: Delacorte Press, 1972. (Dell Publishing Co., Inc., 750 3rd Ave., New York, NY 10017)

State of West Virginia Divorce Laws

Cull, John G. and Hardy, Richard E. *Deciding on Divorce: Personal and Family Considerations*. Springfield, IL: Charles C. Thomas, 1972. (Bannerstone House, 301-327 E. Lawrence Ave., Springfield, IL 62703)

Epstein, Joseph. *Divorced in America*. NY: Dutton, 1974. (E.P. Dutton & Co., 201 Park Ave. S., New York, NY 10003)

Fisher, Ester Oshiver. *Divorce--The New Freedom*. NY: Harper and Row, 1974. (Harper & Row, 49 E. 33rd St., New York, NY 10017)

Krantzler, Mel. *Creative Divorce*. NY: M. Evans and Co., 1973. (M. Evans & Co., Inc., 216 E. 49th St., New York, NY 10017)

Landis, Paul H. *Your Marriage and Family Living*. NY: McGraw Hill Book Co., 4th ed., 1977. (1221 Avenue of the Americas, New York, NY 10020)

Sasse, Connie R. *Person to Person*. Peoria, IL: Chas. A. Bennett Co., Inc., 1978. (Charles A. Bennett Co., Inc., 809 W. Detweiller Dr., Peoria, IL 61614)

Paoluccia, Beatrice. *Personal Perspectives*. NY: Webster Division, McGraw Hill Book Co., 1977.

McCary, James Leslie. *Freedom and Growth in Marriage*. NY: John Wiley and Sons, Inc., 1975.

THE TRUTH ABOUT THE STORK AND OTHER TALES FROM THE CABBAGE PATCH

COMMON SENSE PREGNANCY

Suggested Time: Five 2-hour sessions

Course Description: Pregnancy isn't for everyone. But if you are pregnant or are considering it, there are many things you need to consider besides the miracle of birth itself. From pregnancy symptoms to fetal development to family planning - this and much more will be covered in this course.

Topical Outline:

I. Am I/Are We Ready for Parenthood: Some Things to Consider

  A. The responsibility of having a child
  B. Pregnancy vocabulary
  C. Alternatives to natural parenthood
    1. Adoption
    2. Foster parenthood
    3. Others

II. Getting Pregnant

  A. The human reproductive system
  B. Impregnation/conception

III. Are You Pregnant?

  A. Symptoms
  B. Physician's findings on physical examination
  C. Absolute evidence of pregnancy
  D. Pregnancy tests

IV. Duration of Pregnancy

V. The Fetus

  A. Outline of fetal development for each period of pregnancy
  B. Life in the uterus
    1. Amniotic fluid
    2. Navel cord
    3. Placenta and its function in fetal nutrition
    4. Does blood of mother and fetus mix
    5. Most drugs cross the placenta to the baby
    6. Drugs that are harmful to the fetus
    7. Effects of smoking during pregnancy
    8. Effects of alcohol during pregnancy
  C. Factors affecting birth weight
    1. Socioeconomic and nutritional
    2. Heredity
    3. Maternal disease

D. Sex of the fetus
  1. Is sex inherited
  2. Can the sex be controlled
  3. Can sex be diagnosed before birth
E. Fetal position in the uterus
F. Activities of the fetus in the uterus

VI. Medical Care During Pregnancy

A. Classes for expectant parents
B. History of prenatal care
C. Unprofessional advise
D. Who is qualified to supervise pregnancy
E. How to choose an obstetrician
F. The first prenatal visit
G. Your medical history
H. The physical examination
I. Other prenatal visits
J. The obstetrician's fee

VII. The Pregnant Months

A. Factors which have made childbirth safer
B. The birth rate
C. Exercise
D. Employment
E. Travel
F. Automobile Driving
G. Sleep and rest
H. To breast feed or not to breast feed
  1. Advantages of breast feeding
  2. Advantages of bottle feeding
  3. La Leche League
  4. Care of the breast
I. The abdomen
  1. Maternity girdle
J. Bathing
K. Care of the genitals
L. Clothing
M. Teeth
N. Sexual intercourse
O. Immunization
P. Drugs

VIII. Weight Gain and Diet During Pregnancy

A. Attitudes toward weight gain
B. Nutrition
  1. Daily essentials of your diet
  2. Planning and preparing daily menus
C. Fluid intake
D. Special dietary problems
E. Special diets
  1. Doctor's supervision only

IX. Complaints and Complications of Pregnancy

- A. Minor complaints
  1. Nausea and vomiting
  2. Heartburn
  3. Excessive salivation
  4. Constipation
  5. Flatulence (gas)
  6. Hemorrhoids
  7. Varicose veins
  8. Nosebleeds and nasal congestion
  9. Leg cramps
  10. Swelling of legs and ankles
  11. Frequency of urination
  12. Painful contractions
  13. Faintness
  14. Backache
  15. Insomnia
  16. Vaginal discharge
  17. Shortness of breath
  18. Skin rash
  19. Pregnancy moods
- B. What to do in case of a fall or accident
  1. Carry a loud whistle
- C. Occasional complications
  1. Pregnancy in the tube
  2. Placenta praevia and premature separation of the placenta
  3. Toxemia
  4. Fetal death in the uterus
- D. Danger signals - when to notify the doctor

X. Miscarriage, Legal Abortion, and Premature Labor

- A. Spontaneous abortion
  1. How to prevent spontaneous abortion
  2. Interval between abortion and another pregnancy
  3. The repetition of abortion
  4. The danger from abortion
- B. Induced abortion
  1. Modern abortion laws
  2. Abortion techniques
  3. After abortion
- C. Premature labor

XI. Diseases and Operations During Pregnancy

- A. Heart disease
- B. Tuberculosis
- C. Diabetes
- D. Venereal disease
- E. German measles (Rubella)
- F. Others
- G. Immunization of the fetus
- H. Surgical emergencies
- I. Psychiatric illness

XII. The Mechanics of Labor

- A. A labor pain
- B. False labor
- C. Rupture of the membrane
- D. Normal length of labor
  - 1. Effect of age on length of first labor
- E. Youth and childbearing

XIII. A Spontaneous Birth

- A. When to notify the doctor
- B. Why the hospital?
  - 1. Preparations for the hospital
  - 2. Arriving at the hospital
    - a. Admission to delivery floor
  - 3. Childbirth at home
- C. Pain relief in labor - psychological or medical
- D. Natural childbirth
- E. Hypnosis for labor and delivery
- F. LaMaze psychoprophylatic technique
- G. Delivery
  - 1. The delivery room
- H. The birth
  - 1. Infant's condition at birth
  - 2. Tending to the baby
  - 3. Delivery of the placenta
  - 4. Repair of the episiotomy
  - 5. Immediate post delivery care of the mother
  - 6. Immediate post delivery care of the baby
  - 7. Mother meets baby

XIV. Difficult Labor

XV. Obstetrical Operations

- A. Reasons for increase in incidence
- B. Forceps delivery
- C. Breech extractions
- D. Induction of labor
- E. Cesarean section

XVI. Convalescence After Childbirth (Puerperium)

- A. Shrinking of the uterus
- B. Puerperal vaginal discharge
- C. Increased urination
- D. Return of menstruation
- E. Lactation
  - 1. Conception during nursing
  - 2. Weaning the baby
- F. Weight loss

G. Medical care during early puerperium
   1. Rest and quiet
   2. Diet
   3. Getting up
   4. Exercise
   5. After pains
   6. The "blues"
   7. Baths
   8. Care of special areas
      a. Vulva
      b. Bladder
      c. Abdomen
      d. Bowels
H. Summary of home care after leaving hospital
I. Occasional complications after delivery
   1. Puerperal (childbed) fever
   2. Mastitis - breast inflammation
   3. Pyelonephritis and cystitis - urinary tract infections
   4. Excessive bleeding
   5. Anemia after blood loss
   6. Sore bottom
J. Postpartum examination

XVII. Twins and Other Multiple Births

XVIII. Family Planning

A. Need for population control
   1. Growth of world population
   2. Dwindling supply of natural resources and land area
   3. Increased demand for food, housing, and services
B. Advantages of family planning
   1. Attitudes toward family planning
   2. Increased cost of child rearing
   3. Advantages of spacing children
C. History of contraception and abortion
   1. Birth control movement in the United States
D. Medical factors associated with planning a family
E. Methods of contraception
   1. Birth control pill
   2. Intrauterine devices (IUD)
   3. Condom
   4. Diaphragm
   5. Withdrawal
   6. Chemical contraceptives
   7. Rhythm method
   8. Contraceptive douche
   9. Contraceptive sterilization
      a. Legal status
      b. Medical attitudes
      c. Considering sterilization
      d. Female sterilization
      e. Male sterilization

XIX. Infertility

A. Artificial insemination

XX. The Newborn Baby: Not Equipped with Handling and Care Instructions

A. The molding head
B. Swelling beneath the scalp
C. The nose
D. Facial palsy
E. Hemorrhage in white of the eye
F. Eye color, cross-eyedness, tears
G. Ability to see and hear at birth
H. Sneezing, hiccuping, and snorting
I. Skin
J. Fingernails
K. Umbilical cord
L. Stools
M. Diarrhea
N. Colic
O. Continual crying
P. Thumbsucking
Q. Breathing
R. Trembling
S. Thrush
T. Temporary breast enlargement
U. Changes in sex organs
V. Circumcision
W. Physiologic juandice
X. Erythroblastic - Rh disease
Y. Fractures
Z. Paralysis of the arm
AA. Newborn mortality
BB. Congenital abnormalities and defects
CC. The pediatrician
DD. Infant feeding
    1. Preparing a formula
    2. Baby food: commercial brands vs. making your own
EE. Clothing for the infant

Resources:

Guttmacher, Alan F. Pregnancy, Birth, and Family Planning. NY: The Viking Press, 1973. (625 Madison Ave., New York, NY 10022) $10.00

The Boston Women's Health Book Collective. Ourselves and Our Children. NY: Random House, 1978. (Random House, Inc., 201 E. 50th St., New York, NY 10022) $12.95

Gordon, Sol and Wollin, Mina. Parenting: A Guide for Young People. NY: Oxford Book Company, 1975. (Division of William H. Sadlier, Inc.) $4.95

Curtis, Lindsay and Coroles, Yvonne. Pregnant and Loving It. Tucson, AZ: H.P. Books, 1977. (H.P. Books, P.O. Box 5367, Tucson, AZ 85703) $4.95

Bean, Constance A. Methods of Childbirth. NY: Doubleday, 1972. (Doubleday & Co., Inc., Garden City, NY 11530)

Gold, Cybelle and Gold, E. J. Joyous Childbirth. NY: New American Library, 1977. (1301 Avenue of the Americas, New York, NY 10019) $2.25

Dick-Read, Grantly. Childbirth Without Fear: The Original Approach to Natural Childbirth. 4th ed., NY: Harper and Row, 1972. (49 E. 33rd St., New York, NY 10017)

Planned Parenthood Association - Pamphlets - 25¢ each

- ABC's of Birth Control
- Basics of Birth Control
- Family Planning for Men
- The Safe Period
- What Every Man Should Know About Birth Control
- What You Should Know About "The Pill"
- Sensible Sex - A Guide for Newlyweds
- Demonstration kits containing sample contraceptives - loan basis only

March of Dimes, National Foundation, Box 2000, White Plains, NY 10602

Pamphlets:
#9-0006 Are You His/Her Type
#9-0002 Be Good To Your Baby Before It Is Born
#9-0007 Birth Defects: Questions and Answers
#9-0026 Birth Defects: The Tragedy and the Hope
#9-0024 Confidential (written for men)
#9-0100 Tay-Sachs Disease and Birth Defects Prevention
#9-0016 Travel Time: 9 months
#9-0029 Unprescribed Drugs and Birth Defects Prevention
#9-0020 Protect Mommies From German Measles

FATHERS ARE PARENTS TOO
FATHERS AND DICIPLINE

Suggested Time: Three 2-hour sessions

Course Description: Do children really need their fathers? If you would like to know, this course addresses this question and many more relating to the role of fathers in the development of their children.

Topical Outline:

I. Fathers Across Cultures

- A. The American father - power or neglect
- B. Statistics related to fathers

II. Preparing for Fatherhood

- A. Examining your feelings
- B. Learning about children
- C. Fathers and pregnancy: fathers get pregnant, too
  - 1. The obstetrician
  - 2. Helping out - an active role
  - 3. Reaction vs overreaction
  - 4. Pregnancy and sex
  - 5. Breast feeding - your attitude
  - 6. Psychological effects on the fathers
  - 7. Hospitals and fathers - resistance
- D. Fathers and the newborn
  - 1. Adjusting to the baby's sex
  - 2. Bringing baby home
  - 3. Your new role as a father - social position
  - 4. Taking your baby out with you
  - 5. Your baby's basic emotional needs
    - a. Hunger satisfaction
    - b. Warmth
    - c. Sleep
    - d. Urination and defecation
    - e. Physical cuddling
  - 6. The myth of mothering
    - a. Why fathers feel unnecessary
  - 7. Advantages of father involvement with baby

III. Father and the Child's Development

- A. Goals to aid child's emotional development
  - 1. Competence - learning to use his/her abilities to fullest
  - 2. Security
- B. Sex role
  - 1. Sex and society
  - 2. Sex and hormones

3. Father's masculinity and his children
a. Father nurturance - protecting and comforting
b. The effects of sex differentiating between your children
C. Self-Confidence: Your lack is their loss
D. Independence
E. Achievement motivation
F. Assertiveness, aggressiveness
G. Moral development
1. Six stages to moral maturity
a. Will be punished if he/she doesn't obey
b. Will be better off if he/she does them
c. Is a good girl/boy and wants to please people
d. Is told to by those who know better
e. Should honor the rules and laws of society
f. Knows it is right in his/her own mind

IV. Fathers and Discipline

A. Defining the goal of discipline
B. Facets of discipline
1. Giving child freedom to explore environment and assume self-regulation
2. Relying on imitation
3. Treat you child's feelings differently than you treat his/her actions
4. Allow child to learn by natural consequences
C. Physical punishment
1. The abusive father
D. Mental and emotion punishment
1. Withdrawal of love - "I won't love you if you don't . . . "
2. Disapproval
3. Bribery
E. The right punishment of discipline
1. Be specific about behavior you expect
2. Allow for the child
F. Resolving conflict
1. Parent wins - child loses
2. Child wins - parent loses
3. No-lose method

V. Fathers: Physical Growth and Body Pride

A. Relationship between body build and behavior
B. Attitudes toward physical development
C. Developing body pride
D. Your attitude toward athletics
E. A physical growth outline for fathers
1. Infancy and physical abilities
2. Ages 2-5
3. Ages 6-12
4. The adolescent

VI. Father and the Child's Intellectual Development

A. Helpful hints for general intellectual development

    1. IQ and intellect
        a. Genetics
        b. Sex differences
        c. Environment
    2. Building together - aiding analytical skills
    3. Verbal ability
    4. Creativity
        a. Sex role flexibility
        b. Encouraging creativity
B. School and education
    1. Out-of-school education
        a. Homework
        b. Reading
        c. Vacations
        d. Others
    2. TV and education
C. Selecting a child care program

VII. Your Work and the Child's Career Choice

VIII. Fathers and Communication

A. Communication patterns
B. Communication problems
C. Communication skills

IX. Divorced Fathers, Stepfathers, and Single Fathers

A. Divorced fathers
    1. Living arrangements
    2. Custody
    3. Visiting privileges
    4. Two homes can be better than one
B. Stepfathers: facing realities
    1. Society's reactions and myths
    2. Child's age and attitudes
    3. Rewards in step-parenting
    4. Roles and relationships
    5. Shared experience
        a. Discipline
        b. Communication
    6. Personal adjustments
C. The adopting father
D. The father alone

X. Fathers with Special Problems

A. The physically handicapped father
B. The older father
C. The unwed father
D. The black father
    1. Heritage
    2. Economic discrimination
    3. Father absence

XI. Fathers with Special and/or Problem Children

- A. Physically handicapped child
- B. Mentally retarded child
- C. The delinquent child
  - 1. Father and the delinquent son
  - 2. Father and the delinquent daughter
- D. The emotionally disturbed child

XII. Social Crisis and Fatherhood

- A. The invisible man: today's father
  - 1. Technological change
  - 2. Work and leisure
- B. Father and the media
  - 1. Television
  - 2. Printed media
- C. Teaching fatherhood

Resources

Dodson, Fitzhugh. How to Father. Bergenfield, NJ: New American Library, 1974. (1301 Avenue of the Americas, NY NY 10019)

Wahlroos, Sven. Family Communication: A Guide to Emotional Health. NY: MacMillan, 1974. (MacMillan Pub. Co., Inc., 866 3rd Ave.,

Daley, Eliot A. Father Feelings. NY: William Morrow, 1978. (William Morrow and Co., Inc., 105 Madison Ave., NY NY 10016)

Biller, Henry and Meredith, Dennis. Father Power. NY: David McKay, 1974. (750 3rd Ave., NY NY 10017)

Green, Maureen. Fathering. NY: McGraw-Hill, 1976. (McGraw Hill Book Co., 1221 Avenue of the Americas, NY NY 10020)

Boston Women's Health Book Collective. Ourselves and Our Children. NY: Random House, 1978. (Random House, Inc., 201 3. 50th Street, NY NY 10022)

McFadden, Michael. Bachelor Fatherhood. NY: Ace Books, 1974 (Ace Books, 1120 Avneue of the Americas, NY NY 10036)

Drikers, Rudolph. Coping with Children's Misbehavior. NY Hawthorn Books, 1972. (Hawthorn Books, 260 Madison Ave., NY NY 10010) $2.95
--A Parent's Guide to Child Discipline. NY: Hawthorn Books, 1970. $2.95

Donson, Fitzhugh. Dare to Discipline. NY: Bantam, 1977. (Bantam Books, 666 5th Ave., NY NY 10010) $1.95
---How to Discipline with Love: From Crib to College. NY: Rawson, 1977. (Rawson Associates, 1630 3rd Ave., NY NY 10017) $9.95

Gordon, Thomas. Parent Effectiveness Training. NY: Plume Books, 1970
(Plume Books, 1301 Avenue of the Americas, NY NY 10019) $4.95

Norton, Ron G. Parenting. Engelwood Cliffs, NJ: Prentice-Hall, 1977.
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Welch, David. Discipline. NY: Hart Publishing Co., 1977.
(Hart Pub. Co., 15 W. 4th St., NY NY 10012) $3.95

Lynn, David B. The Father: His Role in Child Development. Monterey, CA:
Brooks/Cole, 1974. (Brooks/Cole Publishing Co., Division of Wadsworth
Publishing Co., Belmont, CA 94002)

McGrady, Mike. The Kitchen Sink Papers: My Life as a Househusband. NY:
Doubleday, 1975. (Doubleday & Co., Inc., Garden City, Ny 11530)

A PLANNED OPTION OR A FORCED DECISION?
CHOOSING A NURSING HOME

Suggested Time:	Three 2-hour sessions
Course Description:	Suitable care for an aging parent is a major problem you may face as your parent's situations change. This course will discuss important steps to follow in selecting a nursing home and how this decision may affect you, your parents, and other family members.

Topical Outline:

I. It's Not Like We're Having Them Put Away

- A. Taking stock of your feelings
- B. How will they accept the decision
- C. How will you accept the decision
- D. How do your children feel
- E. What have they got to lose?
    - 1. Misconceptions and misinformation

II. Care for Your Parent in a Supervised Setting

- A. Boarding Homes and Foster Homes
- B. Long-term care in a nursing home
- C. Day care vs. residential programs
- D. Community Services
    - 1. Information and referral services
    - 2. At home services
    - 3. Out-of-home services

III. What Is a Nursing Home?

- A. Skilled nursing facility
- B. Intermediate care facility
- C. Costs - Understanding how money determines your options
- D. Finding out about nursing homes in your area
- E. Nursing home patient's "bill of rights"

IV. Making the Final Decision

- A. Where to start
- B. What to notice about general atmosphere
- C. Attention paid to the patient's morale
- D. What licensing to look for
- E. Location
- F. Safety considerations
- G. Living arrangements
- H. Food Services
- I. Medical Services
- J. Nursing Services

K. Rehabilitation Services
L. Group activities
M. Religious observances
N. Citizen participation
O. Financial questions

V. Becoming a Nursing Home Resident

A. Moving day
    1. Admission
    2. Early adjustments
B. Family and staff interaction
C. Role of the family
    1. Emotional support
    2. Home visits
D. Help for the troubled family

VI. Society's Role - Taking a Stand

A. Legislators, Employers, Insurance underwriters
B. Planners, Builders, Architects
C. Physicians, Psychiatrists, Nurses, Social Workers
D. New image of the old
    1. 65 and over - a negative image
    2. Rejecting stereotypes

Resources

Silverstone, Barbara and Hyman, Helen Kandel. You and Your Aging Parent. NY: Pantheon Books, 1976 (Division of Random House, Inc., 201 E. 50th Street, NY NY 10022)

Otten, Jane and Shelly, Florence D. When Your Parents Grow Old. NY: Funk and Wagnalls, 1976.

"Nursing Home Care," Dept. of Health, Education, and Welfare Publication #(SRS) 76-24902. (Medical Services Administration, Social and Rehabilitative Service, Administration on Aging, Washington, DC 20201)

U.S. Department of Health, Education, and Welfare, Social and Rehabilitative Service, Administration of Aging, Washington, DC 20402

American Association of Homes for the Aging, 374 National Press Building, Washington, DC 20004

National Council on Aging, 1828 L St. NW, Washington, DC 20036

Commission on Aging, State Capitol, Charleston, WV 25305

WHEN YOU NEED HELP
COMMUNITY SERVICE FOR FAMILY PROBLEMS: WHERE AND HOW TO FIND AND GET HELP

Suggested Time: Five 2-hour sessions

Course Description: If you or your family has a problem do you know where to go and who to see to get help? This course will help you develop a personal directory of community services that offer assistance to families and individuals with problems.

Topical Outline:

I. Identification of Problems

  A. Clinics
  B. Clothing
  C. Convalescent care
  D. Correction and protective services
  E. Counseling
    1. Marriage
    2. Family
    3. Personal
  F. Health
    1. Dental
    2. Medical
    3. Mental
  G. Elderly
  H. Employment
  I. Education
  J. Family planning
  K. Financial assistance
  L. Food and nutrition
  M. Handicapped
  N. Hearing problems
  O. Sight problems
  P. Housing
  Q. Nursing
  R. Pest control
  S. Rehabilitation
  T. Retardation
  U. Sanitation
  V. Transportation
  W. Venereal disease
  X. Vaccinations
  Y. Veterans
  Z. Welfare
  AA. Behavior problems
  BB. Legal Services
  CC. Family problems
    1. Child abuse
    2. Violence
  DD. Others

II. Definition and Explanation of Agencies Services

A. Three examples of state departments

1. West Virginia Department of Vocational Rehabilitation: Provides services to individuals with impairments that can affect their engaging in competetive employment, including medical and psychological evaluation for physically and mentally disabled and physical restoration services if needed. As well as training (vocational school, college) and any other service necessary to assist individuals to become employable or re-employable
    - a. Services
        - 1) Counseling services
        - 2) Medical treatment
        - 3) Training
        - 4) Placement
        - 5) Follow-up
        - 6) Blind services
        - 7) Deaf services
2. West Virginia Department of Mental Health: provides services to individuals and families in the areas of me-tal health education, alcolholism and drug abuse, crisis intervention, children's services, services for seniors, sexual assualt, parenting, aging, child abuse and neglect, divorce, battered women, child management, and supervises the operations of Community Mental Health Centers. All of the above services may be offered in some form at the Centers, also many of the regional centers provide films for rent, library services, resource people, and 24-hour emergency hot lines.
3. West Virginia Department of Welfare: This agency provides many services to individuals and families. Certain programs have eligibility requirements that must be met before assistance is given, while other programs are available regardless of ability and income.
    - a. Services
        - 1) Aid to families with dependent children: money payments to provide for food, clothing, shelter, and incidental expenses of families with children.
        - 2) General assistance
            - a) Emergency assistance
            - b) General assistance payments for disabled adults
            - c) Burial
            - d) Andrew S. Rowan Memorial Home for Aged and Infirm
        - 3) Medical assistance
            - a) Medicaid to categorically needy (Title XIX)
            - b) Medicaid to medically needy (Title XIX)
            - c) Medicaid services for persons receiving social services
            - d) Medicaid services for recipients of general assistance cash payments for disabled adults
            - e) Early and periodic screening diagnosis and treatment program (children)
            - f) Pharmacy program for aged
            - g) Crippled children's services
            - h) Cancer control

1. Agency
2. Address
3. Telephone number(s)
4. Who to contact
5. Days of operation and hours
6. Area served
7. Program functions
8. Services
9. Eligibility
10. How to apply
11. Fees
12. Source of funds

Resources

West Virginia Blue Book

West Virginia Department of Vocational Rehabilitation. Annual Report 1977-78. State Capitol Building, Charleston, WV 25305

West Virginia Department of Mental Health. Annual Report. State Captiol Building, Charleston, WV 25305

Community Mental Health Center, Huntington, WV

West Virginia Department of Welfare. Programs and Services Digest. State Captiol Building, Charleston, WV 25305

U.S. Government Manual 1978-79. Office of Federal Register, National Archives and Records Service, Washington, D. C., 20408. (Order form U.S. Gov't Printing Office, Wahsington, D.C., 20402 $6.50)

Yakes, Nancy and Akey, Denise, eds. Encyclopedia of Associations. Vol. 1, National Organizations of the United States Vol, 3 13. Gale Research Co., Book Tower, Detroit, MI. 1979. ($80.00)

French, Scott R., ed. People's Yellow Pages of America, 1974. NY: Richard Heller and Son, Inc., 90 Daisy Farms Drive, New Rochelle, NY 10804

DATING - DURABLE - DYING - DEAD
TEEN-AGERS - LOVE AND DATING

Suggested Time: Three 2-hour sessions

Course Description: Did dating die with 50 Chevys and poodle skirts? How does today's teen-ager feel about dating and love? Is love really free? Teen-agers and their parents can discuss this and more in this course. Parents may be especially interested in "communicating with your teen-ager."

Topical Outline:

I. Teen-agers: An American Puzzle

- A. A war between the generations? Parents and teen-agers
  - 1. Understanding the adolescent
    - a. Development in terms of physicla and mental growth
    - b. A code of behavior and language
      - 1) Influence of peer groups
      - 2) Influence of advertising
      - 3) Influence of the media

II. Communicating with Your Teen-ager

- A. Communication - problems, patterns, skills
- B. Working together - establishing rules and limits
- C. Handling moodiness
- D. Accepting their attitudes
- E. Values - Yours vs Theirs - which is right

III. When Sugar and Spice Get Together with Snails and Puppy-dog Tails: Boy-Girl Relationships

- A. Boys and girls together
  - 1. Developing a social code
  - 2. Avoiding social pressure
- B. The first dance - first boy-girl encounter
- C. Helping a teen-ager belong
  - 1. Social trouble
  - 2. Feelings: Shy, ugly, leftout, self-conscious
  - 3. Who suffers more - parent or teen-ager
- D. Overemphasis on popularity
- E. Building on the teen-ager's assets
- F. Sharing knowledge vs. overwhelming with advice and suggestions
  - 1. Learning to strike a balance
- G. The first date
  - 1. Is the teen-ager ready for dating?
- H. Boy-Girl behavior differences
  - 1. Masculine and feminine roles
    - a. Helping the teen-ager perceive his/her role

IV. Dating Practices

A. Dating practices are constantly changing
B. Dating practices are influenced by culture, family, and peers
C. Steady dating may have both advantages and disadvantages

V. Purpose of Dating

A. Patterns of dating
B. Dating may help one:
   1. Meet needs for approval, recognition, and companionship
   2. Prepare for the give and take of marriage
   3. Become better acquainted with one individual as a basis for deciding whether or not to marry
   4. Develop standards regarding what is desirable in a mate
   5. Increase understanding of the opposite sex

VI. Sexual Behavior and Morality: Is This Love?

A. What makes one adequate and attractive to the opposite sex
B. How loving relates to giving and receiving or pleasure
C. How two people may recognize the difference between temporary desire and long-range fulfillment
D. What marriage and parenting involve
E. The act of love as being the most intimate form of mutal rapture between two people who found continuing pleasure in each other's company before engaging in sexual intercourse
F. Fundamentals of contraception
G. Prevention and avoidance of venereal disease
H. Relationships in living together
I. When young adults are given the freedom of choice they determine their own moral behavior and need to accept the responsibility for their own decisions
J. Young adults need to set their own dating standards

VII. Contemporary Issues Involving Youth

A. Drugs
B. Alcohol
C. Crime
D. Depression and suicide
E. Sex

VIII. Parents Need Understanding Too

Resources

Landis, Paul H. Your Marriage and Family Living. NY: McGraw Hill Book Co., 4th ed., 1977. (1221 Avenue of the Americas, NY NY 10020)

Sasse, Connie R. Person to Person. Peoria, IL: Chas. A. Bennett Co., Inc., 1978. (Charles A. Bennett Co., Inc., 809 West Detweiller Drive, Peoria, IL 61614)

Paolucci, Beatrice. Personal Perspectives. NY: Webster Division, McGraw Hill Book Co., 1977.

Churchill, Richard and Linda. Casebook on Marriage and the Family. Portland, ME: J. Weston Walch.

Eagan, Andrea Borogg. Why Am I So Miserable If These Are The Best Years Of My Life? NY: J.B. Lippincott Co., 1976.
(E. Washington Square, Philadelphia, PA 19105)

HAVE YOU COME A LONG WAY BABY?
OPPORTUNITIES FOR WOMEN

Suggested Time: Three 2-hour sessions

Course Description: Today a woman's place isn't just in the home. New avenues of opportunities are being paved for modern women. Just what these new opportunities are and how women can take advantage of them will be discussed in this class.

Topical Outline:

I. Understanding the Differences Between Men and Women

   A. Stereotypes and women

II. Choosing Options and Opportunities

   A. Careers and jobs
   B. The double career
   C. Marriage and motherhoood
   D. The middle years
   E. The senior years
   F. Women and politics
   G. Women and economic equality
   H. Women in industry
   I. Women in professions

III. When is Equality Equal: The Women's Liberation Movement

   A. Overview of the ERA movement
      1. NOW
      2. Basic premises
   B. Is it for everyone?

IV. The Happy Housewife Heroine: A Tragic Figure?

   A. Improving the homemaking task
   B. Contented homemakers
   C. Daughters, sons, and housewife mothers

V. Successful Husbands - Money Isn't Everything

   A. How problems are created for the wife

VI. Know Thyself: The Crisis of Woman's Identity

   A. Improving self-image
   B. Implications for social changes

VII. Venturing into the World Outside

- A. Returning to school
- B. A job campaign
  - 1. Writing a resume
  - 2. Finding a job
  - 3. Dress
  - 4. Interviews
- C. Volunteer work

VIII. Where Are the Opportunities For. . .

- A. Divorced women
- B. Displaced homemakers
- C. Widows
- D. Single female parents
- E. Handicapped women

IX. A Woman in the White House: Women and the Future of-

- A. Home life and the family
- B. Food
- C. Sex
- D. Law
- E. Politics
- F. Health and health care

X. The Dual Role or the "Duel" Role

- A. Influence of dual role on family relationships
- B. Roles of family members - in transition
- C. Meeting the needs of family members
- D. Decision making in the dual role family
- E. Management problems in the dual role family
  - 1. Managing the dual role dollar
  - 2. Child care provisions for dual role families
  - 3. Management of dual role meals
  - 4. Management and care of the home

XI. Women and Coping

- A. Coping with widowhood
- B. Coping with divorce
  - 1. Picking up the pieces
    - a. Rising divorce rate
    - b. Causes of divorce
    - c. Women after divorce
- C. Coping with money
  - 1. How to keep it
    - a. Social security benefits
    - b. Savings
    - c. Investments
    - d. Your will
    - e. Loans
    - f. Credit life insurance
  - 2. How to spend it

a. Insurance it
b. Cheking accounts
c. Credit cards
d. Budgeting
e. Paying bills
D. Coping with life alone
E. Coping with Rape
  1. Don't become a target for the rapist
    a. What is rape
    b. The victim
    c. The rapist
    d. Rape - where, when why
    e. Fighting back
    f. The victim and the law
    g. The rapist and the law
F. Coping with children
G. Coping with work
  1. Should you work
  2. Preparing to work
    a. Job discrimination
    b. Job hunting
    c. Job interviews
    d. On the job
    e. Self-employment
      1. Laws and taxes
H. Coping with credit
  1. Establishing a credit rating
  2. Cost of credit
  3. Credit problems
  4. Charge accounts
  5. Making complaints
I. Coping with your car - Was that a ping or a pong?
  1. What kind of car to buy
  2. Selling your old car
  3. The warranty
  4. Sales contract
  5. Automobile financing
  6. Buying a used car
  7. Leasing
  8. Car insurance
  9. Car pooling
  10. The car's engine
  11. Car maintenance
    1) Manuals
    2) Oil
    3) Supplies
    4) Gas mileage
    5) Tires
    6) Repairs
    7) Care
    8) Mechanics
    9) Brakes
J. Coping with repairs and maintenance
  1. Cutting costs
  2. Painting
  3. Wallpaper

4. Antiquing
5. Plumbing
6. Repairmen
7. Home improvement loans
8. Electricity
    a. Fuses and fan belts
    b. Emergency supplies
9. Pest controls
10. The roof
11. The floors

K. Coping with sex
    1. Sexuality
    2. Dating
    3. Men to avoid
    4. Finding men
    5. Marriage
        a. First marriage
        b. Remarriage
            1) Adjustments
            2) Step-children

Resources

JOURNAL OF HOME ECONOMICS. "Divorced Women and Finance," Nov. 1976.
--"Women in the Future," Sept. 1976.

Bernard, Jessie. The Future of Motherhood. NY: Penguin, 1975. (Dial Press, 1 Dag Hammarskjold Plaza, 245 E. 47th St., NY NY 10017)

Boston Women's Health Book Collective. Our Bodies, Ourselves: A Book By and For Women. NY: Simon & Schuster, 1976. (630 5th Ave., NY NY 10020)

Curtis, Jean. Working Mothers. NY: Doubleday, 1976. (Doubleday and Co., Inc., Garden City, NY 11503)

Levine, James A. Who Will Raise the Children? New Options for Fathers & Mothers. NY: Bantam, 1977. (Bantam Books, Inc., 666 5th Ave., NY NY 10019)

Schlafly, Phyllis. The Power of the Positive Woman. NY: Arlington House, 1977. (Arlington House, New Rochelle, NY)

DuBrin, Andrew J. Women in Transition. Springfield, IL: Charles C. Thomas, 1972. (Bannerstone House, 301-327 E. Lawerence Ave., Springfield IL: 62703)

Kellen, Konrad. The Coming Age of Woman Power. NY: Peter H. Wyden, Inc., 1972. (750 3rd Ave., NY NY 10017)

Friedan, Betty. *The Feminine Mystique*. NY: W. W. Norton & Co., Inc., 1963. (2715 North Pulaski Road, Chicago, IL)

Yates, Martha. *Coping*: *A Survival Manual for Women Alone*. Englewood Cliffs, NJ: Prentice-Hall; 1976. (Prentice-Hall, Inc., Englewood Cliffs, NJ 07632)

Chafe, William H. *The American Woman*. NY: Oxford University Press, 1972. (200 Madison Ave., NY NY 10016)

Bird, Caroline. *Everything A Woman Needs to Know to Get Paid What She's Worth*. NY: David McKay, 1973. (750 3rd Ave., NY NY 19917)

Huber, Joan, ed. *Changing Women in a Changing Society*. Chicago: University of Chicago Press, 1973. (5750 Ellis Ave., Chicago, IL 60637)

THE SINGLE PARENT EXPERIENCE

SINGLE PARENTS

Suggested Time: Four 2-hour sessions

Course Description: This course will examine the fastest growing style of parenthood. The course will provide opportunities for single parents and other interested parties to discuss their special problems and to learn effective coping techniques and basic knowledge of child development.

Topical Outline:

I. Exploring Single Parenthood

  A. Statistics related to single parents
  B. Myths and stigmas
    1. "Normal" parenthood
  C. Separation, divorce, adoption, single-by-choice
  D. Economics
  E. Positive aspects of single parenting

II. Realities and Psychological Effects of Single Parenthood

  A. Characteristics and needs of single parent families
  B. Major problem areas
    1. Your life away from the child(ren)
  C. Coping techniques

III. Children of Single Parent Families

  A. Outline of basic human development
  B. Psychological and emotional effects
  C. Discipline techniques
  D. Adolescents

IV. Communication in Single Parent Families

  A. Communication patterns
  B. Communication problems
  C. Communication skills

V. Some Things to Know About Using Child Care

  A. Where to look
  B. Paid child care in your home
  C. How to choose a child care provider
  D. Day care centers
    1. How to look at a day care center

VI. Getting the Help You Need - Supportive Services

- A. Community resources
- B. State and federal resources
- C. Emotional support
  - 1. Parent centers

Resources:

The Boston Women's Health Book Collection. *Ourselves and Our Children.* NY: Random House, 1978. (Random House, Inc., 201 E. 50th St., NY, NY 10022)

Bronfenbrenner, Uris. "Nobody Home: The Erosion of the American Family." *Psychology Today*, Vol. 10, No. 12, May 1977.

Bernard, Jessie. *The Future of Motherhood*. NY: The Dial Press, 1974. (1 Dag Hammarskjold Plaza, 245 E. 47th St., NY, NY 10117)

Curran, Delores. *What Are Parents For Anyway?* St. Meinrad, IN: Abbey Press, 1972. (Abbey Press, St. Meinrad, IN 47577)

Klein, Carol. *The Single Parent Experience*. NY: Walker & Co., 1973. (Walker & Co., 720 5th Ave., NY, NY 10019)

Dodson, Fitzhugh. *How to Father*. Los Angeles: Nash Publishing Co., 1974. (Nash Publishing Co., 9255 Sunset Blvd., Los Angeles, CA 90069)
--*How to Parent*. Bergenfield, NJ: New American Library, 1974. (New American Library, P.O. Box 999, Bergenfield, NJ 07621)

McFadden, Michael. *Bachelor Fatherhood*. NY: Ace Books, 1974. (Ace Books, 1120 Avenue of the Americas, NY, NY 10036)

Ginnott, Haim G. *Between Parent and Child*. NY: MacMillan, 1969.
--*Between Parent and Teenager*. NY: MacMillan, 1969. (MacMillan Co., 866 3rd Ave., NY, NY 10022)

Wahlroos, Sven. *Family Communication: A Guide to Emotional Health*. NY: MacMillan Pub. Co., Inc., 1974.

Satir, Virginia. *Peoplemaking*. Palo Alto, CA: Science and Behavior Books, 1972. (Science Research Associates, Subs. of IBM, College Division, 1540 Page Mill Rd., Palo Alto, CA 94304)

Journal of Home Economics. "Employed Female Single Parent," Nov. 1977; "Future of the Family," Sept. 1976; "Preview of Parenting," Feb. 1974.

Gordon, Thomas. *Parent Effectiveness Training*. NY: Peter Wyden, 1970. (Peter Wyden, Inc., 750 3rd Ave., NY, NY 10017)

WHERE DO BABIES COME FROM
NATURAL CHILDBIRTH

Suggested Time: Two 2-hour sessions

Course Description: This is not a lecture or exercise class. The purpose of this course is to help individuals and couples understand and respect the body and its functioning and to give those interested parties confidence in their ability to help themselves during childbirth and discuss various methods of natural childbirth delivery.

Topical Outline:

I. Are You Pregnant?

  A. Symptons
  B. Physician's findings on physical examination
  C. Absolute evidence of pregnancy
  D. Pregnancy tests

II. Childbirth and Childbirth Education

  A. Attitudes and knowledge
  B. Childbirth education
    1. Convention childbirth
    2. Pain in childbirth
    3. Medication and anesthesia
    4. Fathers in the delivery room
    5. Choosing an obstetrician

III. Choosing a Method of Childbirth

  A. Overview of natural childbirth
  B. Preparation and exercise
  C. LeMaze method
  D. Read method
  E. LeBoyer-non-traumatic birth
  F. Others

IV. General Information and Preparation

  A. Labor and delivery
    1. Anatomy
    2. Physiology
    3. Comfort measures
    4. Exercises
    5. Breathing techniques
  B. Hospital procedures associated with labor and delivery
  C. Importance of maintaining muscle tone of pelvic floor and need for learning relax and perineal musculature
  D. Medication and anesthesia
  E. Pregnancy: A guide for the pregnant mother and father
  F. Fetal development

- G. Prenatal vitamins and nutrition
- H. Normal pregnancy services from your obstetrician
- I. Postpartum
- J. Newborn care
  - 1. Family planning
  - 2. Breast feeding
- K. Transition to parenthood

V. Preparing the Body for Childbirth

- A. Mental and emotional exercises
- B. Prenatal exercises
- C. Breathing exercises

VI. Thi Is It! Delivery

- A. Contractions and beginning of labor
- B. Stages of labor and delivery
- C. Postnatal care for mother and child
- D. Breastfeeding
- E. Care of the new baby
- F. Postnatal exercises

VII. Fathers: Get Involved Too!

VIII. A Home Delivery

- A. What to have on hand
- B. Choosing a midwife

Resources

Guttmacher, Alan F. Pregnancy, Birth, and Family Planning. NY: The Viking Press, 1973. (625 Madison Ave., NY NY 10022)

Godl, Cybele and Gold, E. J. Joyous Childbirth. NY: New American Library, 1977. (1301 Avenue of the Americas, NY NY 10019)

Bean, Constance A. Methods of Childbirth. NY: Doubleday, 1972. (Doubleday & Co., Inc., Garden City, NY 11530)

Curtis, Lindsay and Coroles, Yvonne. Pregnant and Loving It. Tucson, AZ: H. P. Books, 1977 (H.P. Books, P.O. Box 5367, Tucson, AZ 85703)

Delbo, L.M. A Guide for the Future Mother. Englewood Cliffs, NJ: Prentice Hall, 1977.

Dick-Read, Grantly. Childbirth Without Fear: The Original Approach to Natural Childbirth. 4th ed. NY: Harper and Row, 1972. (49 E. 33rd St., NY NY 10017)

International Childbirth Education Association, P.O. Box 20852, Milwaukee, WI 53220

Le Leche League, 9616 Minneapolis Ave., Franklin Park, IL 60131

WHAT WOULD YOU DO IF. . .
CPR AND OTHER EMERGENCIES

Suggested Time: Five 2-hour sessions

Course Description: The majority of accidents and deaths occur at home. Many could have been prevented if proper emergency and preventive care had been used. This course deals with handling and preventing emergencies. Special emphasis is given to CPR-cardio-pulmonary resusitation.

Topical Outline:

I. What Would You Do If. . .

A. Preventing emergencies
1. Fire
2. Accidents
3. Others
B. SOS/Handling an emergency
1. First" Do No Harm

II. Emergency First Aid

A. Emergency first aid equipment
1. What to have in the home
2. Child proof it
B. CPR: A must
1. Necessity of a training course
2. Steps
C. Heimlach: A good manoveur to know
1. Card coronaries

III. When Minutes or Seconds Count

A. Home emergencies
1. Turning in an alarm
2. Putting out small fires
a. Gas
b. Electric
c. Grease
d. Chemical
e. Paper
C. Emergencies on the road
D. Weather emergencies
E. Outdoor emergencies
F. Recreation emergencies
1. Water sports
2. Boating
3. Winter sports
4. Team sports
5. Others

IV. Specific Emergencies: Understanding Why You Do What You Do and How To Do It

A. Unconsciousness
  1. Keeping the brain alive/undamaged

B. Choking
  1. Deciding whether blockage is partial or complete
  2. Action once decision is made

C. Insulin Reaction
  1. Increase the amount of sugar in the blood stream

D. Heatstroke
  1. Lower body temperature fast

E. Chemical in eye
  1. Remove all the chemical and do it quickly

F. Auto accident
  1. Decide who needs most attention
  2. Keep oxygen flowing to brain
  3. Stop blood loss
  4. Prevent damage to the spinal cord
  5. Decrease pain

G. Bleeding
  1. Stop the blood loss
    a. How to use pressure points

H. Amputation
  1. Stop the blood loss

I. Shock
  1. Keep as much as possible flowing to brain (oxygen supply)

J. Chest injury
  1. Keep oxygen flowing to lungs
  2. Keep blood flowing to brain
  3. Decrease pain

K. Spinal injury
  1. Prevent damage to spinal cord by preventing movement of broken or shifted vertebrae.

L. Head injury
  1. Prevent damage to spinal cord
  2. Decrease pain
  3. Prevent brain infection

M. Heart attack
  1. Recognize heart attack
  2. Bring medical care to victim immediately
  3. Be ready to treat sudden heart stoppage
  4. If heart stops, keep oxygen flowing to brain

N. Drowning
  1. Keep oxygen flowing to brain
  2. Prevent damage to spinal cord
  3. Maintain normal body temperature

O. Drug Overdose
  1. With unconscious victim
    a. Keep oxygen flowing to brain
    b. Prevent fluids from entering the airway
  2. With conscious victim
    a. Get him/her to throw up drugs in stomach therefore lower the later risk of heavy overdose

- P. Poison swallowed
  - 1. Find out exactly what kind of poison was swallowed
  - 2. Call for help
    - a. Danger of following antidotes on labels
- Q. Convulsions
  - 1. Protect the victim
- R. Stroke
  - 1. Support the victim until ambulance arrives
    - a. Airway, breathing, circulation
    - b. Psychologically
- S. Scratched eye
  - 1. Keep it clean
- T. Broken bones
  - 1. Stop blood loss
  - 2. Keep blood flowing to brain
  - 3. Prevent further damage
  - 4. Prevent infection
  - 5. Reduce pain
- U. Burns
  - 1. First degree burns
    - a. Relieve pain
  - 2. Second degree burns
    - a. Prevent infection
    - b. Relieve pain
  - 3. Third degree burns
    - a. Keep oxygen flowing to brain
    - b. Prevent infection
    - c. Reduce swelling
- V. Frostbite
  - 1. Maintain circulation

V. Wrapping the Emergency Up

- A. Bandages and dressings
- B. Splints

IV. Touch Me Nots: Poison Considerations

- A. House plants may not be your friends
- B. What's in the bottle?
  - 1. Labeling
  - 2. Storage
- C. Poisoning by:
  - 1. Marine life
  - 2. Insects
  - 3. Venomous snakes
  - 4. Rabid animals
    - a. Don't delay, get help!

VII. HELP!!!!

- A. How to get help for an emergency
  - 1. Phone numbers
  - 2. Community services

   a. Fire
   b. Ambulance
   c. Clinics, hospitals, etc.

Resources

American National Red Cross. *Advanced First Aid and Emergency Care.* NY: Doubleday, 1973. (Doubleday & Co., Inc., Garden City, NY 11530) $2.50

Arnold, Peter. *Checklist for Emergencies*. NY: Doubleday (Dolphin Books). 1974. $1.95

Bendick, Jeanne. *The Emergency Book*. NY: Rand McNally & Co., 1967.

Mosher, Charles. *Emergency First Aid*. NY Beckman House, 1978 (Division of Crown Publishers, Inc., One Park Ave., NY NY 10016)

FEED THE FAMILY WELL AND SAVE MONEY

Suggested Time: 4 - 2 hour sessions

Course Description: This class looks at ways to feed the family well on less money by careful planning. Topics covered are: record-keeping and budgeting money for food, steps in planning the family food, what foods the family needs for good health, smart buying methods, how to choose good foods that are less expensive, how to avoid waste, vitamin and diet supplements.

Topical Outline:

I. Keep Records
  A. Foods eaten at home by family members
  B. Foods eaten away from home

II. Food Budget

III. Planning

  A. Family food needs
  B. Senate Dietary Goals
  C. Simple, balanced meals
  D. Daily Food Guide - cheaper foods from each group
  E. Food Scorecard
  F. Protein - largest food expense
    1. Choose most abundant varieties of meat
    2. Cheaper, less tender cuts
    3. Choose alternate, cheaper protein foods

IV. Keep Track of Supplies at Home

V. Choosing a Store

  A. Advertising
  B. Experience
  C. Word-of-mouth

VI. Smart Buying Practices

  A. Compare prices
  B. Coupons
  C. Advertised specials
  D. Buy only what is needed
  E. Select unprocessed foods
  F. Avoid non-nutritious foods

VII. Sharpen Shopping Skills

  A. Time of day and week
  B. Plan route in store
  C. Follow shopping list

- D. Nutrition labeling - does it help?
    - 1. Plan more nutritious meals
    - 2. More nutrients for food dollar through comparison shopping
    - 3. Count calories
    - 4. Compare new foods with familiar ones
    - 5. Select foods for special diets
    - 6. Recommended Daily Allowance
    - 7. U. S. Recommended Dietary Allowance

VIII. Less Waste Through Safe Food Practices

- A. Shop carefully - avoid spoiled foods
- B. Safe storage at home
- C. Safe preparation practices

IX. Are Vitamin and Diet Supplements Necessary?

- A. Need
- B. Cost

RESOURCES

"About Food Germs". Scriptographic Fact Folder. Greenfield MA: Channing L. Bete Company, Inc. 1973

Family Fare - A Guide to Good Nutrition. U. S. Department of Agriculture, House and Garden Bulletin #1, Superintendent of Documents, U. S. Government Printing Office, Washington DC 20402.

Food and You. Pearson, Craig M., Galgowski, Helen Magnuson, and Pearson, Deirdre C. New York: Gregg Division, McGraw-Hill Book Company. 1978

"Food for the Family - A Low-cost Saving Plan". U. S. Department of Agriculture, House and Garden Bulletin #209, Superintendent of Documents, U. S. Government Printing Office, Washington DC 20402. 1978

"Guide to Wise Food Choices". Rosemont IL: National Dairy Council. 1978

Nutrition Labeling - How It Can Work for You. Washington DC: The National Nutrition Consortium, Inc. 1975. Available from Nutrition Labeling, P. O. Box 4110, Kankakee IL 60901. (1-9 copies - $3.00 each)

Sylvia Porter's Money Book. New York: Avon Books. 1976

To Buy or Not To Buy. (Teacher Resource Kit) Blau, Melinda E. and Nader, Ralph. New York: Random House. 1975

"You and Your Food Dollars". Scriptographic Fact Folder. Greenfield MA: Channing L. Bete Company, Inc.

FUN-TO-EAT HEALTHY FOODS

Suggested Time: 1 - 2 hour session

Course Description: This class looks at foods that children eat and ways to make healthy foods more enjoyable and appealing to children. Food needs of children, how to make meals appealing, and how to fix healthy foods that are fun to eat.

Topical Outline:

I. Foods Children Eat

A. Snacks/junk foods
B. Empty calorie foods
C. Foods high in fat, sugar, salt, calories

II. What Children Should Eat

A. Nutritional needs
B. Daily food guide

III. Make Meals Enjoyable

A. Appearance/color
B. Serving sizes
C. Temperatures of food
D. Flavor
E. Variety
F. Table talk - pleasant?

IV. Making Meals and Snacks Fun and Healthy

A. Decorate foods
B. Flavorings
C. Choosing nutritious snacks
  1. Avoid sugary snacks
  2. Snacks from food groups
D. Finger foods
E. Raw vegetables
F. Fresh and dried fruits and juices

V. Please, Mom - I'd Rather Do It Myself!

A. Let child make his own sandwiches, etc.
B. Let child help prepare foods for the family

VI. What To Do When Children Refuse Food

A. Serve it other ways
B. Temporarily substitute other foods

RESOURCES

Bogert's Nutrition and Physical Fitness. Briggs, George M. and Calloway, Doris Howes. Philadelphia: W. B. Saunders Company. 1979

"Feeding the Young Child". Hamilton, Louise W. and Goodman, S. Jane. The Pennsylvania State University, University Park PA 16802.

First Foods. Cronan, Marian L. and Atwood, June. Peoria IL: Charles A. Bennett Company, Inc. 1976

FOODS FOR ATHLETES

Suggested Time: 2 - 2 hour sessions

Course Description: This course looks at what the athlete eats: foods the body needs, foods that should and should not be eaten and the question of weight gain or loss to meet requirements for certain sports. Eating before a game, the athlete's need for water and salt, non-traditional diets, glycogen overloading, and food needs for the elementary school athlete and older athlete will be covered.

Topical Outline:

I. Nutrients and Energy Demands

    A. Principal nutrients
    B. Use of nutrients in the body
    C. Need for additional calories for energy
    D. Nutrition deficiency and athletic performance

II. Myths and Realities

    A. Protein needs
    B. Isotonic solutions (electrolyte ades)
    C. Special dietary schemes: honey, Vitamin E, elimination of milk, etc.

III. Eating a Balanced Diet

    A. Daily food guide
    B. Importance of a varied diet

IV. Gaining or Losing Weight To Meet Weight Requirements

    A. Measuring the body's energy use
    B. Energy expenditure in various sports
    C. Altering the energy balance
    D. Essentials of a weight control program
    E. Nutritional demands of growth
    F. Diuretics, cathartics and starvation diets

V. Non-traditional Diets

    A. Protein supplements
    B. Vitamin supplements
    C. Organic foods
    D. Vegetarianism
    E. Fasting
    F. Zen Macrobiotic diet

VI. Glycogen Overloading - Good or Bad?

- A. Purpose
- B. Method
- C. Risk

VII. Water and Salt Needs of the Athlete

- A. Need for salt
- B. Need for water
- C. Role of water in prevention of heat disorders

VIII. Iron and the Athlete

- A. Iron in the diet
- B. Prevention of iron deficiency

IX. Pre-Game Meal and During-the-Game Eating and Drinking

- A. Goals
- B. Psychological factors
- C. Food intake
- D. Energy and hydration needs
- E. Fluid intake
- F. Low-cost pre-game meals

X. Nutrition for the Elementary School Athlete

- A. Diet
- B. Nutrition abuses
- C. Beginning good nutrition habits

XI. Older Athletes and Nutrition

- A. Diet
- B. Cholesterol
- C. Alcohol
- D. Energy needs
- E. Physical activity

RESOURCES

A Handbook for Coaches. American Alliance for Health, Physical Education and Recreation, 1201 Sixteenth Street NW, Washington DC 20036.

Bogert's Nutrition and Physical Fitness. Briggs, George M. and Calloway, Doris Howes. Philadelphia: W. B. Saunders Company. 1979

Contemporary Nutrition Controversies. Labuza, Theodore P. and Sloan, A. Elizabeth. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Food for Sport. Smith, Nathan J. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto CA 94302. 1976

Handbook for the Young Athlete. Gaillard, Smith, Haskell and Ogilvie. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto CA 94302. 1978

"Nutrition and Athletic Performance". Dairy Council Digest, Vol. 46, #2, March-April 1975. National Dairy Council, 111 N. Canal Street, Chicago IL 60606.

Nutrition Concepts and Controversies. Hamilton, Eva May and Whitney, Eleanor. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Nutrition, Weight Control and Exercise. Katch, Frank I. and McArdle, William D. Boston: Houghton-Mifflin Company. 1977

"Sports Nutrition: The Role of Carbohydrates". Nutrition News, Vol. 41, #1, February 1978. National Dairy Council, 6300 N. River Road, Rosemont IL 60018.

EATING FOR TWO - NUTRITION DURING PREGNANCY

Suggested Time: 2 - 2 hour sessions

Course Description: This course looks at food needs during pregnancy. Topics covered include: what the mother needs, what the baby needs, weight gain, eating patterns during pregnancy, teen pregnancy, preventing future health problems in the unborn child, and how to plan balanced diets during pregnancy.

Topical Outline:

I. Why Focus on Nutrition?

   A. Nutrition and energy demands
   B. Changes in food needs during pregnancy
   C. How the baby grows - stages of pregnancy

II. Eating for Two - What Mother and Baby Need

   A. Milk group
   B. Protein group
   C. Vegetable - fruit group
   D. Grain group
   E. Other foods
   F. Need for additional iron and calcium
   G. Liquids
   H. Salt intake
   I. Dietary supplements

III. Eating Patterns

   A. Snacks
   B. Foods to avoid
   C. Cravings
   D. Weight gain pattern

IV. Planning Balanced Diets to Cover Nutritional Needs

   A. Daily Food Guide
   B. Food Scorecard

V. Problems with Over or Under Eating

   A. Desired weight gain
   B. Fluid weight
   C. Baby weight

VI. Teen Pregnancy

   A. Incidence
   B. Special teen needs in nutrition during pregnancy

VII. Preventing Future Health Problems in the Unborn Child

A. Smoking
B. Alcohol consumption
C. Dieting
D. Coffee, saccharin
E. Unauthorized medication
F. Spacing of children

RESOURCES

Bogert's Nutrition and Physical Fitness. Briggs, George M. and Calloway, Doris Howes. Philadelphia: W. B. Saunders Company. 1979

"Food and Pregnancy". The National Foundation, March of Dimes, Box 2000, White Plains NY 10602.

"Food for the Teenager during Pregnancy". Phillips, Margaret G. U. S. Department of Health, Education and Welfare, Public Health Service, Health Services Administration, Bureau of Community Health, Office for Maternal and Child Health, 5600 Fishers Lane, Rockville MD 20852. 1976

"Inside My Mom". (Filmstrip) The National Foundation, March of Dimes, Box 2000, White Plains NY 10602.

"Making Nutrition Relevant to Teenagers". *Home Economics Meets the Challenge*, Vol. I. West Virginia Department of Education, Bureau of Vocational, Technical and Adult Education, Charleston WV 25305.

"Nutrition and Pregnancy". The National Foundation, March of Dimes, Box 2000, White Plains NY 10602.

Nutrition Concepts and Controversies. Hamilton, Eva May and Whitney, Eleanor. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

"Partners in Growth". Rosemont IL: National Dairy Council. 1976

Realities of Nutrition. Deutsch, Ronald M. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto CA 94302. 1976

The Family Guide to Better Food and Better Health. Deutsch, Ronald M. New York: Bantam Books, Inc., 666 Fifth Avenue, New York NY 10019. 1971

Understanding Nutrition. Whitney, Eleanor and Hamilton, May. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

MONEY IN YOUR POCKET - SAVE ENERGY IN COOKING

Suggested Time: 1 - 2 hour session

Course Description: This course looks at ways to save money by saving energy in cooking. Topics covered are: ways in which heat is transferred to food, how food is cooked, materials used in cooking utensils, microwave ovens, ranges and small appliances, various cooking methods, and energy-saving ideas for cooking.

Topical Outline:

I. Principles of Heat Transfer

  A. Heat production
   1. Kinetic energy
   2. Direction of heat flow
   3. Change in materials and foods
  B. Transmission of heat
   1. Conduction
   2. Convection
   3. Radiation

II. Materials Used in Appliances and Utensils

  A. Metals
  B. Porcelain enamel and other finishes
  C. Glass
  D. Pyroceram
  E. Heat-proof china and earthenware

III. Heat Sources

  A. Gas
  B. Electricity
  C. Others

IV. Appliances and Energy Consumption

  A. Microwave ovens
  B. Ranges-surface units and ovens
  C. Pressure Cookers
  D. Other small appliances

V. Various Cooking Methods and Energy Consumption

  A. Baking in the oven
  B. Steaming
  C. Frying
  D. Boiling and other top o' stove cooking
  E. Cooking in the fireplace
  F. Cooking outdoors

VI. Energy-saving Techniques for Cocking

A. Serve more cold meals
B. Prepare and store 2 meals at once; store half
C. Defrost foods before cooking
D. Keep the lid on!
E. Use flat-bottom pans that fit burners
F. Turn off heat before finished cooking
G. Keep appliances and utensils clean
H. Cook entire meal in oven when baking
I. Don't preheat oven
J. Keep oven door shut

RESOURCES

Energy Conservation in the Home - Curriculum Guide for Home Economics Teachers. Knoxville: U. S. Department of Energy and the University of Tennessee. 1977

"Our Energy Problems and Solutions". Energy Conservation Research, Birch Road, Malvern PA 19355.

Science Fundamentals - A Background for Household Equipment. Peet, Louise J. Ames IO: The Iowa State Press. 1972

99 Ways to a Simple Lifestyle. Center for Science in the Public Interest. Garden City NY: Anchor Books, Anchor Press/Doubleday. 1977

NATURAL FOODS: FACTS AND MYTHS

Suggested Time: 2 - 2 hour sessions

Course Description: This class looks at natural foods: what they are, why they have become popular, how they compare to "regular" foods, costs, possible risks and where they can be obtained.

Topical Outline:

I. What Is Natural Food?
  A. Organic food
  B. Natural food
  C. Organically-grown food
  D. Health food

II. Reasons for the Natural Food Movement
  A. Advertising by health food stores turns people off supermarket food
  B. Ecology and anti-pollution movement - resistance to processed foods
  C. Looking for magic or miracle food cures
  D. Religious viewpoint

III. Preparation of Natural or Organic Food
  A. Organic food production
  B. Trace elements
  C. Additives and processing

IV. Costs

V. Natural Versus "Regular" Foods from the Supermarket
  A. Nutritive values
  B. Production differences - nutrient loss, additives
  C. Packaging
  D. Costs
  E. Sanitation

VI. Possible Risks
  A. Excess nutrients in some health foods
  B. Fewer nutrients in some health foods
  C. Getting sufficient nutrients for body needs
  D. Hazards of Zen Macrobiotic diet
  E. Sanitation risks

VII. "Natural" Foods in the Supermarket
  A. Cereals
  B. Other foods
  C. Special organic food sections

VIII. Getting Sufficient Nutrients from Natural Foods

    A. Reading labels
    B. Individual body needs for nutrients
    C. Keeping records of food intake
    D. Comparing food intake to needs
    E. Supplementing diet
    F. Vitamin supplements - yes or no?

IX. Buying Natural Foods

    A. Store comparisons
    B. Reading labels
    C. Product ingredients
    D. Beware of organic food traps
        1. Deceptive labeling
        2. Non-organic foods
        3. Exaggerated claims
        4. Overpricing
        5. Nutrition nonsense

X. Food Stores

    A. General health food stores (special foods to cure ailments)
    B. Quality organic food stores (no additives)
    C. Cooperatives that buy natural and organic foods

RESOURCES

Contemporary Nutrition Controversies. Labuza, Theodore P. and Sloan, A. Elizabeth. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Nutrition Concepts and Controversies. Hamilton, Eva May and Whitney, Eleanor. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Sylvia Porter's Money Book. Avon Books, The Hearst Corporation, 959 Eighth Ave., New York NY 10019. 1976

Understanding Nutrition. Whitney, Eleanor and Hamilton, May. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1977

FAT CHANCE - WEIGHT CONTROL

Suggested Time: 3 - 2 hour sessions

Course Description: This course deals with weight control and ways to lose weight safely. Topics covered include: why we eat too much, the fat-cell theory, hazards of obesity, good and bad ways to lose weight, Behavior Modification, and ways to help children lose weight.

Topical Outline:

I. Why Do We Eat?

- A. Cultural reasons
- B. Emotional reasons
- C. Religious reasons

II. Overweight vs. Obesity

- A. Body weight and composition
- B. Ideal weight
- C. Diagnosing obesity and overweight

III. Onset of Obesity

- A. Juvenile onset
- B. Adult onset
- C. Fat-cell theory

IV. Prevalence of Obesity

V. Risks of Obesity

VI. Causes of Obesity

- A. Hunger, appetite and satiety
- B. External cues
- C. Psychological needs
- D. Response to stress
- E. Metabolic obesity
- F. Insulin
- G. Heredity vs. environment
- H. Habits
- I. Inactivity
- J. Individuality

VII. The Great Fat Fight - Good and Bad Treatments

- A. Water pills
- B. Diet pills
- C. Health spas
- D. Hormones
- E. Surgery
- F. Fasting
- G. High protein, low-carbohydrate and low-fat diets
- H. Crash and fad diets

    - I. Counting calories
    - J. Behavior modification

- VIII. The Behavior Modification Method

    - A. Food diary
    - B. Calorie, nutrition and weight loss facts
    - C. Self-contract
    - D. Altering behaviors
    - E. Managing food - building lifetime habits
    - F. Managing feelings without eating
    - G. Increasing activity
        - 1. Basal metabolic rate
        - 2. Energy balance
    - H. Maintenance

- IX. Helping Your Child Lose Weight

    - A. Preparing the family meals
    - B. Using behavior modification
    - C. Using a positive approach - no nagging
    - D. Prevention is better than cure

RESOURCES

Bogert's Nutrition and Physical Fitness. Briggs, George M. and Calloway, Doris Howes. Philadelphia: W. B. Saunders Company. 1979

Contemporary Nutrition Controversies. Labuza, Theodore P. and Sloan, A. Elizabeth. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Food for Today. Kowtaluk, Helen and Kopan, Alice Orphanos. Peoria IL: Charles A. Bennett Company, Inc. 1977

Learning to Eat--Behavior Modification for Weight Control. Ferguson, James M. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto C 94302. 197

"Making Nutrition Relevant to Teenagers". Home Economics Meets the Challenge, Vol. I. West Virginia Department of Education, Bureau of Vocational, Technical and Adult Education, Charleston WV 25305.

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Realities of Nutrition. Deutsch, Ronald M. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto CA 94302. 1976

Take It Off and Keep It Off. Jeffrey, D. Balfour and Katz, Roger C. Englewood Cliffs NJ: Prentiss-Hall. 1977

The Family Guide to Better Food and Better Health. Deutsch, Ronald M. New York: Bantam Books, Inc., 666 Fifth Avenue, New York NY 10019. 1971

Understanding Nutrition. Whitney, Eleanor and Hamilton, May. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Weight Control Source Book. Chicago IL: National Dairy Council. 1975

TAKE CHARGE OF YOUR MEAT DOLLARS

Suggested Time: 2 - 2 hour sessions

Course Description: This class deals with buying meat and poultry for the family. It includes: planning meat purchases, meat prices, how much meat to buy, what to look for when buying meat and poultry, U. S. D. A. inspection marks, buying beef in bulk, and ways to save meat dollars.

Topical Outline:

I. Planning the Family's Meat Purchases

  A. Intended use
  B. Available time
  C. Equipment needed for preparation
  D. Cuts appropriate for chosen cookery technique
  E. Cost
  F. Need in diet
  G. Storage facilities
  H. Knowledge of cuts of meat
  I. Knowledge of amount of protein in a serving

II. Factors Affecting Meat Prices

  A. Popularity of cut, brand or grade
  B. Season of year
  C. Type of store
  D. Type and amount of processing and handling

III. About Meat

  A. Types
    1. Beef
    2. Pork
    3. Veal
    4. Lamb
  B. How to buy meat
    1. U. S. D. A. Inspection Mark and Quality Grades
      a. Prime
      b. Choice
      c. Good
      d. Standard
      e. Commercial
    2. Appearance
      a. Beef - moderate fat covering; firm, fine-grained lean meat; porous, red bones
      b. Veal - light grayish-pink; lean, firm, fine-grained meat; a little smooth white fat; porous, red bone
      c. Port - grayish-pink; firm, fine-grained, and free from moisture; well-marbled; firm, white fat
      d. Lamb - light to dark pink; chalky white fat, moist, red, porous bones

- 3. Uniform Meat Identity Standards
  - a. type of meat
  - b. location of cut on animal
  - c. standard retail name
- 4. How much to buy
  - a. Average serving - 3 ounces
  - b. Number of servings from a pound
- 5. Store meat properly
  - a. Fresh meat
  - b. Cured meats
  - c. Cooked meat

IV. About Poultry

- A. Types
  - 1. Chicken
  - 2. Turkey
  - 3. Duck
  - 4. Goose
  - 5. Rock cornish hen
- B. How to buy poultry
  - 1. U. S. D. A. Grade Shield and Inspection Mark
    - a. Grade A
    - b. Grade B
  - 2. Class (age)
    - a. Young birds
    - b. Older birds
  - 3. How much to buy
    - a. 1/2 to 3/4 pound per serving of whole poultry
    - b. Figure number of servings per pound
  - 4. Store poultry properly
    - a. Fresh poultry
    - b. Cooked poultry

V. Buying Beef in Bulk

- A. Plan purchase; comparison shop
- B. Decide what kind of cuts to have
- C. Study beef-cut charts
- D. Look at yield grade
- E. Price per pound for meat and processing
- F. Beware of bait and switch advertising
- G. Learn signs of good meat

VI. Save meat and poultry dollars

- A. Buy by cost per serving of final cooked product
- B. Choose meat with smallest amount of fat and bone
- C. Buy less popular, less tender, lower grade cuts
- D. Larger meat cuts are cheaper per pound
- E. Specials and seasonal price dips
- G. Variety meats - nutrition and economy
- H. Buy whole chickens and cut into parts
- I. Larger birds yield more meat on bone
- J. Use leftovers creatively
- K. Meat extenders
- L. Glamorize budget main dishes

RESOURCES

"Beef---A Consumer Guide With Recipes". West Virginia Department of Agriculture, Charleston WV 25305.

Family Fare - A Guide to Good Nutrition. U. S. Department of Agriculture, House and Garden Bulletin #1, Superintendent of Documents, U. S. Government Printing Office, Washington DC 20402.

Food in Theory and Practice. Medved, Eva. Fullerton CA: Plycon Press, 1916 N. Gilbert, Fullerton CA 92633. 1978

"Pork---A Consumer Guide With Recipes". West Virginia Department of Agriculture, Charleston WV 25305.

Sylvia Porter's Money Book. New York: Avon Books. 1976

MIGHTY MEALS IN MINUTES

Suggested Time: 2 - 2 hour sessions

Course Description: This class looks at ways to prepare nutritious meals for the family with little time. Topics covered include: how to plan for the family's food needs, planning menus that take less time to prepare, working on a time schedule, foods to avoid, time-saving techniques, menus and recipes.

Topical Outline:

I. Planning for Nutrition

- A. Family needs
- B. Balanced diet
- C. Recommended Daily Allowances
- D. U. S. Recommended Dietary Allowances
- E. Labeling
- F. Using a food scorecard

II. Menu Planning

- A. Meal patterns
- B. Tailoring menu to available time
- C. Skills
- D. Energy
- E. Equipment
- F. Money
- G. Aesthetic qualities of meals
  - 1. Color
  - 2. Flavor
  - 3. Texture
  - 4. Shape
  - 5. Hot/cold foods
- H. Seasonal foods

III. Time Schedule

- A. Advance preparation
- B. More than an hour to prepare food
- C. Less than an hour to prepare food
- D. Last-minute preparation

IV. Keys to Saving Time

- A. Planning ahead
- B. Organizing work habits
- C. Repeating meals that family likes
- D. Being alert to short-cut techniques
- E. Keeping table simple but attractive
- F. Letting family help

V. Time-saving Techniques

- A. Fewer foods, larger servings
- B. Serve more raw foods
- C. Avoid foods that require much cleaning and chopping
- D. Double recipe, freeze half
- E. Plan leftovers
- F. Oven meals
- G. Convenience foods or foods from scratch?
- H. Easy-to-prepare and inexpensive foods
- J. Freezer foods
    - 1. Whole meals
    - 2. Casseroles
    - 3. Salads
    - 4. Sandwiches
    - 5. Soups

VI. Time-saving Menus and Recipes

RESOURCES

Food in Theory and Practice. Medved, Eva. Fullerton CA: Plycon Press, 1916 N. Gilbert, Fullerton CA 92633. 1978

"Nutrition - What's In It For You?" (Teacher Resource Kit) New York: J. C. Penney Company, Inc., Educational Relations Department, 301 Avenue of the Americas, New York NY 10019.

PRESERVING FOOD: OLD AND NEW IDEAS

Suggested Time: 3 - 2 hour sessions

Course Description: This course deals with new and old ideas and methods of preserving food for the family. Topics to be covered are: a history of food preservation, why foods spoil, reasons for preserving food, canning methods, freezing methods, managing freezer space, pickling foods, jellies, drying foods and creative ways to preserve food.

Topical Outline:

I. History of Food Preservation

II. Causes of Food Spoilage

- A. Microorganisms
- B. Bacteria
- C. Mold
- D. Yeast
- E. Enzymes
- F. Mechanical and insect damage

III. Planning the Family's Need for Preserved Food

- A. Family food requirements for one year
- B. Amount of food to be grown or bought and preserved to meet need

IV. Selection and Handling of Foods for Processing

V. Principles of Food Preservation

- A. Maintain nutritional quality and safety
- B. Maintain quality of flavor, odor and appearance
- C. Make a variety of foods available year round to prevent nutritional imbalance
- D. Make foods convenient to use
- E. Save money

VI. Home Methods of Preservation

- A. Canning
  - 1. Heat
  - 2. Acid and non-acid foods
  - 3. Air-tight containers
  - 4. Physical nature of food
  - 5. Equipment
  - 6. Lids
  - 7. Cold pack; hot pack
  - 8. Exhausting air from jars
  - 9. Closing jars

10. Safe processing
    1. Boiling-water bath
    2. Pressure canner
11. Testing seal
12. Storage
13. Creative or new ideas
    1. Can wild game
    2. Can giblets
    3. Can game birds
    4. Can tinted green grapes and pears
    5. Can apple-plum sauce

B. Freezing
1. Containers
2. Fruits
    a. Dry pack
    b. Syrup pack
3. Vegetables
    a. Blanching
    b. Cooling
4. Meats
    a. Trim fats
    b. Cut into convenient pieces
    c. Separate pieces with double layers of freezer paper
5. Wrapping
6. Other foods
    a. Soups and stews
    b. Casseroles
    c. Combination food items
    d. Sandwich fillings
    e. Baked products
    f. Powdered sugar frostings, hard meringues
    g. Salads
    h. Combination of foods that are seasonal at different times
7. Steps to freezing main dishes
    a. Select ingredients of good quality
    b. Do not overcook
    c. Cool cooked foods quickly
    d. Pack food solidly
    e. Thaw in refrigerator
    f. Reheat correctly
8. Foods that deteriorate when frozen
9. Manage your freezer
    a. Keep foods moving in and out
    b. Keep records
    c. Let freezer do part of your work
    d. Maintain correct temperatures
    e. Be selective about what goes into your freezer space
10. Creative freezing ideas
    a. Flower buds in ice for punch
    b. Puree asparagus stalks; freeze
    c. Wild persimmon pulp for pudding and rolls
    d. Freeze vegetables on trays; then in bags
    e. Celery leaves
    f. Herbs

        g. Freeze vegetables in measured amounts for favorite recipes
        h. Candles
        i. Coffee and tea
        j. Peaches in orange juice
        k. Grapes and melon balls in lemonade
        l. Freeze whole meals

C. Pickling
    1. Fermentation
    2. Salt
    3. Vinegar
    4. Vegetables and fruits

D. Jellies, jams, preserves
    1. Uncooked frozen jellies and jams
    2. Combine and freeze leftover juices from regular jelly-making to make jelly later
    3. Short-cook jellies
    4. Longer-cook jams and jellies
    5. Gourmet jams and preserves
    6. Sundae toppings

E. Drying
    1. Advantages and disadvantages
    2. Methods
    3. Foods to dry
    4. Storage

RESOURCES

Farm Journal Freezing and Canning Cookbook. Revised Edition. Edited by Nell B. Nichols. Garden City NY: Doubleday and Company, Inc. 1973

Food and Your Well-Being. Labuza, Theodore P. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1977

Food for Today. Kowtaluk, Helen and Kipan, Alice Orphanos. Peoria IL: Charles A. Bennett Company, Inc. 1977

Food in History. Tannahill, Reay. New York: Stein and Day, Publishers. 1973

Food in Theory and Practice. Medved, Eva. Fullerton CA: Plycon Press, 1916 N. Gilbert, Fullerton CA 92633. 1978

"Home Drying of Fruits and Vegetables". Cooperative Extension Service, West Virginia University, Morgantown WV 26506. 1976

Putting Food By. Hertzberg, Ruth, Baughan, Beatrice and Greene, Janet.
Stephen Greene Press, Brattleboro VT 05301. 1973

CHILDREN AND FOOD

Suggested Time: 2 - 2 hour sessions

Course Description: This class looks at foods children eat and food needs of children. Topics covered include: why children eat the foods they do, the effect of advertising on children's eating habits, food and health problems, food allergies, how to make eating enjoyable, teaching children about food and healthy snacks for children.

Topical Outline:

I. Nutritional Needs

   A. Birth to one year
   B. Toddler to pre-school
   C. School age
   D. Teenager
   E. Physical activity and food needs

II. Are Nutritional Needs Being Met?

   A. Common deficiencies
      1. Iron
      2. Calcium
      3. Thiamine
      4. Vitamin A
   B. Common excesses
      1. Fat
      2. Sugar
      3. Salt
      4. Calories
   C. How to check your child's diet

III. Reasons for Food Choices

   A. Peer pressure
   B. Advertising
   C. Family lifestyle
   D. Food likes and dislikes
   E. Personal values
   F. Money available for food

IV. Advertising and Its Effect on Children

   A. Misinformation/nutrition facts
   B. Psychological appeal
   C. Junk and snack foods
   D. Vitamin poisoning

V. Food and Health Problems

    A. Obesity
    B. Heart disease
    C. Dental caries
    D. Food during illness and rapid-growth periods

VI. Allergies

    A. Milk
    B. Other allergies

VII. Vitamin Supplements

VIII. Teaching Children About Food

    A. Making wise food choices
    B. Reading labels
    C. Evaluating advertising
    D. Building good food habits

IX. Making Eating Enjoyable

    A. Appearance and color
    B. Food temperature
    C. Flavor
    D. Variety of food
    E. Pleasant table atmosphere

X. Healthy Snacks for Children

    A. Finger foods
        1. Peanut butter on crackers
        2. Bread strips
        3. Cheese squares
        4. Hard-cooked eggs
    B. Raw vegetables
        1. Cherry tomatoes
        2. Carrot strips
        3. Zucchini strips
        4. Celery sticks
        5. Green beans
    C. Fruits
        1. Fresh
        2. Dried
        3. Juice

RESOURCES

Bogert's Nutrition and Physical Fitness. Briggs, George M. and Calloway, Doris Howes. Philadelphia: W. B. Saunders Company. 1979

"Feeding the Young Child". Hamilton, Louise W. and Goodman, S. Jane. The Pennsylvania State University, University Park PA 16802.

First Foods. Cronan, Marian L. and Atwood, June. Peoria IL: Charles A. Bennett Company, Inc. 1976

"Food Is More Than Just Something To Eat". U. S. Department of Agriculture, House and Garden Bulletin # 216, Superintendent of Documents, U. S. Government Printing Office, Washington DC 20402.

"Nutrition Requirements in Adolescence". U. S. Department of Health, Education, and Welfare, Public Health Service, National Institute of Health. 1976 Available from NICHD Office of Research Reporting, National Institute of Health, Bethesda MD 20014.

Realities of Nutrition. Deutsch, Ronald M. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto CA 94302. 1976

The Family Guide to Better Food and Better Health. Deutsch, Ronald M. New York: Bantam Books, Inc., 666 Fifth Avenue, New York NY 10019. 1971

The Feeding Web - Issues in Nutritional Ecology. Gusson, Joan Dye. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto CA 94302. 1978

Understanding Nutrition. Whitney, Eleanor and Hamilton, May. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

SUPERMARKET STRATEGY

Suggested Time: 3 - 2 hour sessions

Course Description: This class looks at the knowledge and skills needed by consumers who want to cut costs in buying food for the family. They include knowledge of family needs, planning meals and shopping to feed the family well, developing shopping skills, knowledge of the supermarket, knowledge of sales techniques, and alternatives to supermarket buying.

Topical Outline:

I. Making Decisions About Food Buying

   A. Define problem
   B. Consider goals and resources
   C. Make plan
   D. Put into action
   E. Evaluate

II. Begin with Family Needs

   A. Food likes and dislikes
   B. Family size and ages
   C. Homemaker's time and skills
   D. Money budgeted for food
   E. Life style

III. Plan Meals

   A. Family needs
   B. Balanced nutritional diets for family members using daily food guide
   C. Nutrition scoreboard
   D. Variety in meals
   E. Appetizing meals
   F. Planned leftovers
   G. Storage facilities

IV. Make a Shopping List

   A. Supplies on hand
   B. Meals planned
   C. Organize list according to store layout
   D. Newspaper ads
   E. Distance to stores

V. Develop Shopping Techniques

   A. Advertising
   B. Package design
      1. Shape
      2. Color
      3. Texture
      4. Design
      5. Brand image

C. Store Layout
   1. Outside advertising
   2. Outside parking and accessibility
   3. Malls
   4. Physical layout
   5. Impulse displays
   6. Specialty attractions
   7. Browsing space
   8. Dump table

D. Sharpen Shopping Skills
   1. Shop after eating
   2. Follow shopping list
   3. Target pricing
   4. Quantity buying when practical
   5. Cost of convenience foods
   6. Name brands vs. store brands
   7. Seasonal foods
   8. Unit pricing
   9. Multiple use of meats
   10. Alternate protein sources
   11. Day-old bread
   12. Open dating
   13. Nutrition labeling
   14. Coupons
   15. Cost per serving
   16. Comparison of different forms of same food (dried, canned, fresh, frozen)
   17. Know supermarket services and personnel.
   18. Know characteristics of quality in produce and meats.
   19. Carpool when shopping to save energy.

VI. Supermarket Alternatives

A. Factors in food costs
   1. Service costs
   2. Processing
   3. Distribution
   4. Quantity discounts
   5. Quality

B. Cutting service and distribution costs
   1. Warehouse food stores
   2. Food terminals
   3. Cooperative food clubs
   4. Buying in bulk
   5. Buying from producer

C. Cutting processing costs
   1. Grow your own
   2. Home processing

RESOURCES

A Handbook of Consumer Education - A Guide for Teaching Process and Content. Boyd, Fannie Lee and Stovall, Ruth. Boston: Allyn & Bacon, Inc. 1978

Consumer Survival Kit. Adapted by John Dorfman. New York: Praeger Publishers, Holt, Rinehart & Winston. 1977

Food for Today. Kowtaluk, Helen and Kipan, Alice Orphanos. Peoria IL: Charles A. Bennett Company, Inc. 1977

"Guide to Food Buying Basics and Supermarket Shopping." Chicago: Kraft Foods, Educational Department, 500 Peshtigo Court, Chicago IL 60690

Sylvia Porter's Money Book. New York: Avon Books. 1976

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

To Buy or Not To Buy. (Teacher Resource Kit) Blau, Melinda E. and Nader, Ralph. New York: Random House. 1975

COOKING FOR SPECIAL DIETS

Suggested Time: 3 - 3 hour sessions

Course Description: This class looks at three types of special diets: diabetic, hypertension and vegetarian diets. Symptoms and treatment of diabetes and hypertension are covered, along with the characteristics of diets, foods to be included, reading the labels and preparing foods. Characteristics of a vegetarian diet, getting the right foods as a vegetarian, advantages and disadvantages of vegetarian diets and children as vegetarians are discussed.

Topical Outline:

DIABETIC DIET

I. What Is Diabetes?

II. Types of Diabetes

  A. Juvenile onset
  B. Maturity onset

III. Impact on Family

IV. Symptoms/Complications

  A. Insulin shock
  B. Diabetic coma
  C. Acetone breath

V. Treatment

  A. Diet
  B. Pills
  C. Insulin

VI. Characteristics of a Diabetic Diet

  A. Nutritionally balanced
  B. Sugar-restricted
  C. Foods to include
  D. Foods to avoid
  E. ADA Food Exchange System

VII. Shopping for the Diabetic

  A. Labels are important!
  B. Special diabetic food section in supermarket

VIII. Eating Out

IX. Eating In - Cooking for the Diabetic

- A. Sugar substitutes
- B. Measuring portions of food
- C. Cooking and baking without sugar
- D. Recipes for the diabetic diet
- E. Planning diabetic menus

X. Help! Where To Get It?

- A. American Dietetic Association
- B. American Diabetic Association

DIET FOR HYPERTENSION

I. What Is Hypertension?

II. Symptoms/Complications

- A. Visible symptoms
- B. The invisible killer with invisible symptoms
- C. Importance of regular blood pressure checkups for everyone

III. It's a Family Matter - Making the Adjustment

- A. Impact on the victim
- B. Impact on the rest of the family

IV. Treatment

- A. Medication
- B. Increase in exercise where prescribed by physician
- C. Low-calorie diet for weight loss where prescribed by physician
- D. Low-saturated-fat diet where prescribed by physician
- E. Restricted sodium

V. Characteristics of a Diet for Hypertension

- A. Nutritionally balanced
- B. Sodium-restricted
- C. Low-calorie, low-saturated fat if prescribed by physician for weight control
- D. Foods to include
- E. Foods to avoid

VI. Shopping for the Hypertension Diet

- A. Investigate the labels!
- B. Salt substitutes and sodium-free foods
- C. Low-calorie, low-saturated fat foods where necessary

VII. Eating Out - How To Cope

VIII. Eating In - Cooking for the Person with Hypertension

- A. Planning diets
- B. Using salt substitutes
- C. Cooking and baking without salt
- D. Recipes for the hypertension diet
- E. Cooking and baking without low-saturated fats where needed
- F. Cooking and baking for low-calorie diets where needed

IX. Help! Where To Get It?

- A. American Dietetics Association
- B. American Heart Association

RESOURCES

Contemporary Nutrition Controversies. Labuza, Theodore P. and Sloan, A. Elizabeth. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Nutrition Concepts and Controversies. Hamilton, Eva May and Whitney, Eleanor. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Nutrition - What's In It For You? (Teacher Resource Kit) New York: J. C. Penney Company, Inc., Educational Relations Department, 301 Avenue of the Americas, New York NY 10019.

Realities of Nutrition. Deutsch, Ronald M. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto CA 94302. 1976

"Sensible Eating Can Be Delicious - An Authoritative Guide to the Dietary Control of Cholesterol". New York: Standard Brands, Inc., 625 Madison Ave., New York NY 10022. 1976

Understanding Nutrition. Whitney, Eleanor and Hamilton, May. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1977

VEGETARIANISM

I. What Is a Vegetarian?

II. Kinds of Vegetarians

- A. Lacto-ovo vegetarian
- B. Lacto vegetarian
- C. Pure vegetarian

III. Why Be a Vegetarian?

- A. Religious reasons
- B. Cultural reasons
- C. Financial reasons
- D. Ecological reasons
- E. Health reasons

IV. Can a Vegetarian Get a Balanced Diet with Adequate Nutrients?

- A. Possible deficiencies
  - 1. Amino acids
    - a. found in animal products
    - b. mutual supplementation
  - 2. Vitamin B12
  - 3. Calcium
  - 4. Vitamin D
  - 5. Riboflavin
  - 6. Iron
  - 7. Iodine
- B. Getting a balanced diet
  - 1. Variety of foods
  - 2. Combining foods to get necessary nutrients

V. Cost of Being a Vegetarian

VI. Hazards of Extreme Diets - Zen Macrobiotic Diet

VII. Children as Vegetarians

- A. Amino acids
- B. Vitamin D
- C. Calcium

RESOURCES

Contemporary Nutrition Controversies. Labuza, Theodore P. and Sloan, A. Elizabeth. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Diet for a Small Planet. (Revised Edition) Lappe, Frances Moore. New York: Ballantine Books. 1975

Foods for Today. Kowtaluk, Helen and Kopan, Alice Orphanos. Peoria IL: Charles A. Bennett Company, Inc. 1977

Nutrition Concepts and Controversies. Hamilton, Eva May and Whitney, Eleanor. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Realities of Nutrition. Deutsch, Ronald M. Palo Alto CA: Bull Publishing Company, P. O. Box 208, Palo Alto CA 94302. 1976

Recipes for a Small Planet. Ewald, Ellen B. New York: Ballantine Books. 1973

Understanding Nutrition. Whitney, Eleanor and Hamilton, May. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1977

"Update for Home Economists". Volume 2, #1, 1978. Cooperative Extension Service, West Virginia University, Center for Extension and Continuing Education, Morgantown, West Virginia 26506.

"Vegetarianism in a Nutshell" (filmstrip, 14 minutes) The Polished Apple, 3742 Seahorn Drive, Malibu CA 90265

99 Ways to a Simple Lifestyle. Center for Science in the Public Interest. Garden City, New York: Anchor Books, Anchor Press/Doubleday. 1977

FAST FOODS

Suggested Time: 1 - 2 hour session

Course Description: This class deals with the latest fad to sweep our country - the fast food way of eating. Topics covered are: trends in our eating patterns, costs of fast food eating, effects of eating fast foods on diet and health, fast foods and the pregnant woman, fast foods at home, and how to eat a balanced diet in a fast food world.

Topical Outline:

I. Trends in Our Eating Patterns

  A. Future of fast food restaurants
  B. Teenagers and fast food restaurants
  C. Effect on diet
    1. Higher fat and calories
    2. High in sugar
    3. High in salt
    4. Nutritive value of fast foods

II. All That Glitters Is Not Nutritive Gold

  A. Deceptive packaging
    1. Lies about cherry pies
    2. Fair Packaging and Labeling Act
  B. Congress and fast foods

III. Costs of Eating Fast Foods

IV. Fast Foods at Home

  A. Convenience foods
  B. Snack foods

V. Fast Foods and The Pregnant Woman

  A. Nutritive needs during pregnancy
  B. Incidence of births to teenagers
  C. Fast foods, adequate diets and pregnancy
  D. Need for nutritional guidance during pregnancy

VI. Learning To Eat a Balanced Diet in a Fast Food World

  A. Comparing fast foods for nutritional content
  B. Choosing restaurants and foods to meet need for a balanced diet
  C. Using fast foods as a supplement to a regular diet
  D. Avoiding foods high in fat, sugar, salt and calories
  E. Teaching teenagers to select foods away from home

RESOURCES

"We Can't Tell a Lie About McDonald's Cherry Pie". Consumer Reports, Vol. 44, #4, April 1979. Mt. Vernon NY: Consumers Union of United States, Inc. Order from Consumer Reports, P. O. Box 1000, Orangeburg NY 10962.

Nutrition Concepts and Controversies. Hamilton, Eva May and Whitney, Eleanor. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

TEENS AND THE JUNK FOOD BATTLE

Suggested Time: 1 - 2 hour session

Course Description: This class looks at junk food - what it is, when it is eaten, its effect on teens and their health, and what parents can do about it.

Topical Outline:

I. What is Junk Food?

  A. Empty calories
  B. Higher in calories, sugar, salt, fat
  C. Lower in nutritive value

II. Trends in Eating Patterns of Teenagers

  A. Skipping meals; indifference to meals
  B. Junk food as meal substitutes
  C. Junk food between meals
  D. Little or no milk in diet
  E. Fear of being obese

III. Development of Teens and Nutritional Needs

  A. Changes in growth rate
  B. Physical and emotional stress
  C. Higher nutritional requirements
  D. Common nutritional deficiencies of teens
    1. Calcium
    2. Iron
    3. Thiamine
    4. Vitamin A
    5. Vitamin C

IV. Effect of Junk Food on Pregnant Teenagers

  A. Health of unborn baby
  B. Health of teen

V. How Diet Affects the Teenager

  A. Appearance
  B. Teeth
  C. Athletic ability
  D. Scholarship
  E. Personality

VI. How Parents Can Help Teens Eat Less Junk Food

  A. Record eating habits
  B. Evaluate effect on diet and health

C. Plan diets; make wise food choices
D. Choose nutritious snack foods to complement diet
E. Support and encouragement from parents

VII. Junk Food Sales and School Profits

A. Attitudes of administration
B. Attitudes of parents
C. Attitudes of students

RESOURCES

"A Boy and His Physique". Gregg, Walter H. Rosemont IL: National Dairy Council. 1976

"A Girl and Her Figure". Leverton, Ruth M. Rosemont IL: National Dairy Council. 1976

First Foods. Cronan, Marian L. and Atwood, June. Peoria IL: Charles A. Bennett Company, Inc. 1976

"Food Is More Than Just Something To Eat". U. S. Department of Agriculture, House and Garden Bulletin # 216, Superintendent of Documents, U. S. Government Printing Office, Washington DC 20402.

"Junk Foods and School Profits". Tips & Topics in Home Economics. Vol XIX, #2, Winter, 1979. Lubbock TX: College of Home Economics, Texas Tech University

"Making Nutrition Relevant to Teenagers". Home Economics Meets the Challenge, Vol I. West Virginia Department of Education, Bureau of Vocational, Technical and Adult Education, Charleston WV 25305.

Nutrition Concepts and Controversies. Hamilton, Eva May and Whitney, Eleanor. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1979

Nutrition, Weight Control and Exercise. Katch, Frank I. and McArdle, William D. Boston: Houghton-Mifflin Company. 1977

The Family Guide to Better Food and Better Health. Deutsch, Ronald M. New York: Bantam Books, Inc., 666 Fifth Avenue, New York NY 10019. 1971

Understanding Nutrition. Whitney, Eleanor and Hamilton, May. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1977

ARE YOUR DRAINS A PAIN?
HOME REPAIR AND IMPROVEMENT

Suggested Time:	Five 2-hour sessions
Course Description:	The current pay scale of a plumber, electrician, carpenter, etc. is about $10-15 per hour. The repair may take only 15 minutes but the pay is still an hour's worth. You can do many simple home repairs and the cost is only in learning how. This course deals with home repairs that the home owner can do.

Topical Outline:

I. Give Your Hands Some Help: Basic Tools Make a Difference

- A. A do-it-yourself home tool kit
- B. Making the tools work for you: how to use the tools
- C. Care and maintenance of tools

II. On Your Mark. . .

- A. What to look for when repairing:
  - 1. Plumbing
  - 2. Electrical fixtures
  - 3. Doors and windows
  - 4. Others

III. Get Set. . .

- A. Assembling your tools for the specific repair
- B. Proper working conditions

IV. GO!!!!!!!!!!
- A. Repairing:
  - 1. Plumbing
    - a. Dripping faucet
    - b. Clogged drain
    - c. Clogged toilet
    - d. Replacing washers, etc.
    - e. What pipe goes where
  - 2. Electrical repairs
    - a. Fuses and circuit breakers
    - b. Replacing plugs on lamps, appliances, etc.
    - c. Safety rules
  - 3. Sticking doors and windows
  - 4. Broken window glass
  - 5. Furniture
    - a. Replacing drawer knobs
    - b. Loose table and chair joints
    - c. Scratches and blemishes

V. Covering Up: Paints and Wallpaper

- A. Types of paint
  - 1. Outside paint
  - 2. Inside paint
- B. Mixing paint
- C. Exterior painting
  - 1. Repainting outside work
- D. Interior painting
- E. Brushes and rollers
  - 1. How to use them
  - 2. Care and cleaning
- F. Painting basement walls
- G. Wallpaper
  - 1. Removing old wallpaper
  - 2. Preparing the walls
  - 3. Paperhanging tools
- H. Wallpaper selection
  - 1. How much you need: figuring area
  - 2. How much will it cost: quality vs quantity
- I. Pasting and trimming
- J. Hanging wallpaper
- K. Patching wallpaper

VI. Wall Fastners and Hangers

- A. Hollow wall fasteners
- B. Fastening in concrete
- C. Wall hung shelves
  - 1. Free-standing shelves assembly
- D. Other fasteners

Resources

Strain, Virginia S. A Place of Your Own. NY: McGraw Hill Book Co., 1978. (Gregg Division, McGraw Hill Book Co., 1221 Avenue of the Americas, New York, NY 10020)

Schaefer, Carl J. Home Maintenance and Repair. Beverly Hills, CA: BRUCE, 1977. (8701 Wilshire Blvd., Beverly Hills, CA 90211)

Kell, Roberta, ed. The Basic Fix-It Book. NY: Sunrise Books, 1975.

West Virginia Cooperative Extension Service. WVU Publications:
WP 170 "Making Simple Electric Repairs"
WP 171 "Repair a Toilet"
WP 172 "Repair a Leaky Faucet"
WP 174 "Fasten Things to Walls"

A SEED TODAY - A TOMATO TOMORROW
GARDENING

Suggested Time: Two 3-hour sessions

Course Description: Have high prices for fresh vegetables got you down? Do you love tomatoes but refuse to pay the going price? You can grow a vegetable garden in your yard, on a window ledge, or in a pot. This course discusses how to have your own garden even if it is in a bucket.

Topical Outline:

I. A Few Salad Greens. . . A Few Vegetables

- A. Plans and preparation
  - 1. Plan the place
  - 2. Plan the size
  - 3. Plan the shape
  - 4. Plan what you will grow
  - 5. Prepare your tools
    - a. Tools best suited to the task
  - 6. Prepare your soil
- B. Things you need to know
  - 1. When to plant
  - 2. Mulching
  - 3. Gardener's helpers: bugs and worms
  - 4. Compost
  - 5. Vegetable food
- C. Planting and caring for the garden
  - 1. Planting seed outdoors
  - 2. Planting seedlings outdoors
  - 3. Planting seeds indoors and transplanting them outdoors
  - 4. Young plants need protection
  - 5. Watering your garden
  - 6. Weeding
- D. Problems, pests, and pleasures
  - 1. Enemies of the garden
  - 2. Harvesting
- E. Vegetable patches in pots
  - 1. Growing plants in a container
    - a. Carrot carpet
    - b. Salad basket
    - c. Pot o'peppers
    - d. Tomato tree
    - e. Pea or bean bush
    - f. Cucumber crock
    - g. Sweet potato bottle or box
    - h. Potpourri: vegetable patch in a pot
    - i. Windowsill herbs
- F. Guide for growing vegetables (could be handouts)

II. Weed and Pest Controls

A. Dusters and dusts
B. Sprayers and sprays

III. Landscape You Can Eat: Fruits, Nuts, and Vegetables as Landscape

A. Pretty as a pear, a plum, or a peach
B. Apples have appeal
C. Cherries are charming
D. Grapes are great
E. Blushing berries
F. Try nuttier living
G. Space sculpture
  1. Variations on a conventional garden plot
    a. Circular gardens
    b. Wall gardens
    c. Others

Resources

Hull, George F. The Know-Nothing Gardner's Guide to Success. NY: Hawthorn Books, Inc., 1st ed., 1969.
(260 Madison Avenue, New York, NY 10016)

Swenson, Allan A. Landscape You Can Eat. NY: David McKay Co., Inc., 1977. (750 3rd Avenue, New York, NY 10017)

Cutler, Katherine N. Growing a Garden: Indoors or Out. NY: Lothrop, Lee, & Shepard Co., 1973.
(105 Madison Avenue, New York, NY 10016)

Mintz, Lorelie Miller. Vegetables in Patches and Pots: A Child's Guide to Organic Vegetable Gardening. NY: Farrar, Strauss, & Giroux, 1976. (19 Union Square West, New York, NY 10003)

For additional materials and information contact:
West Virginia University Cooperative Extension Service
West Virginia Department of Agriculture
Local green houses and nurseries
Seed Company Catalogs
Farmer's Almanac

THE GRASS IS ALWAYS GREENER IN THE NEIGHBOR'S YARD
LANDSCAPING

Suggested Time: Two 3-hour sessions

Course Description: People often judge a book by the cover. The same may be true of a house and its surrounding yard and landscape. How to have attractive and useful landscape is included in this course about the maintenance and improvement of existing landscape.

Topical Outline:

I. Is Your Lawn Green?

  A. Maintenance for improvement
    1. Mowing
    2. Feeding/fertilizers
    3. Seeding
    4. Watering
    5. Tools to upgrade a lawn
  B. Commercial services
  C. Seed mixtures and grass varieties
  D. Crabgrass
  E. Starting a new lawn

II. Trees

  A. Trees with a purpose
    1. For shade
    2. Care of trees
    3. Kinds of trees
  B. Flowering trees
  C. Trees for places with polluted air
  D. Trees to avoid

III. A Frame for Your Home

  A. Your home ground
    1. Public areas
    2. Private areas
    3. Service areas
  B. When you consider improvements
    1. Establish important viewpoints
    2. A stranger's viewpoint
    3. Your views from doors and windows
  C. Foundation plantings
    1. Basic guidelines
    2. Plant lists - use and size

D. Ground-cover plants
E. Shrubs
   1. Spacing
   2. Low-growing: below 3 feet
   3. Medium-to-tall growing: 4-15 feet
   4. Shrubs for hedges: varying heights

IV. Color for All Seasons

A. Points to consider
   1. Long life and low maintenance
   2. Limit the selection
B. Kinds of flowering plants
   1. Annuals
   2. Biennials
   3. Perennials
   4. Bulbs
   5. Flowering shrubs and trees
   6. Ground-covers and vines

V. Tools

A. Basic tools
   1. Hoe
   2. Iron rake
   3. Long-handled, pointed shovel
   4. Trowel
   5. Pruners
   6. Hose
   7. Lawn sprinkler
   8. Lawn mower
   9. Garden cart/wheelbarrow
   10. Duster/sprayer
B. Tools best suited for the task of:
   1. Hoeing
   2. Raking
   3. Digging
   4. Cultivating soil
   5. Pruning
   6. Watering
   7. Feeding and seeding the lawn
   8. Tool maintenance
C. Power tools
   1. Rent or buy
   2. Lawn mower
   3. Hedge shears
   4. Lawn-edger/weed eater

VI. Soil Improvement

A. Soil care
B. The compost pile
C. Other useful materials

VII. Planting

- A. Small transplants
  - 1. Actively growing plants
  - 2. Dormant plants and bulbs
- B. Sowing seeds
- C. Large transplants
  - 1. Container grown
  - 2. Balled and burlapped
  - 3. Bare-root plants
- D. How to plant a tree

VIII. Pruning

- A. Reasons to prune
- B. Shrubs
- C. Shearing
- D. Pruning young trees
- E. Pruning older trees
- F. Tools and timing

IX. Weed Control

X. Pest Control

- A. Dusters and dusts
- B. Sprayers and sprays

XI. What To Do When: Guide to the Seasons

XII. Decorative Can Be Useful

- A. How landscaping affects energy use
- B. Wind breaks
- C. Insulation
- D. Privacy
- E. Using the sun for heating and cooling

Resources

Hull, George F. The Know-Nothing Gardner's Guide to Success. NY: Hawthorn Books, Inc., 1st ed., 1969.
(260 Madison Ave., NY NY 10016)

Garrett, Pauline G. Consumer Housing. Peoria, IL: Chas. A. Bennett, 1972.
(Charles A. Bennett Co., Inc., 809 Detweiller Dr., Peoria IL 61614)

Faulkner, Ray and Faulkner, Sarah. Inside Today's Home. NY: Holt, Rinehart, and Winston, 1976. (383 Madison Avenue, New York, NY 10017)

Swenson, Allan A. *Landscape You Can Eat*. NY: David McKay Co., Inc., 1977.
(750 3rd Avenue, New York, NY 10017)

Foster, Ruth S. *Homeowner's Guide to Landscaping That Saves Energy Dollars*. NY: David McKay, Inc., 1978.

Contact local nurseries for excellent information.

Contact local office for the West Virginia Department of Natural Resources.

FIXIN' UP THE SHANTY
INTERIOR DESIGN

Suggested Time: Four 2-hour sessions

Course Description: How can you make your home more attractive? A complete facelift is too expensive? What are the alternatives? This course describes principles of design and how they can be put to use in the home.

Topical Outline:

I. Creating A Lifespace

  - A. Personal space
  - B. Group spaces
  - C. Private spaces
  - D. Support spaces
  - E. Support systems
    - 1. Light
    - 2. Heating and cooling
    - 3. Ventilation
    - 4. Energy in the home
  - F. Organizing space

II. Assessing What You Have

  - A. It's your home
    - 1. Begin with a plan
    - 2. Budgets are a must

III. Principles of Design

  - A. Space
  - B. Form and shape
  - C. Line
  - D. Texture
  - E. Balance
  - F. Rhythm
  - G. Emphasis
  - H. Harmony, variety, unity
  - I. Proportion and scale

IV. Color as Design

  - A. Principles of color/color theory
    - 1. Hue
      - a. Effects of hue on one another
      - b. Warmth and coolness of hues
    - 2. Value
    - 3. Intensity/tone
    - 4. Shades

- B. Basic color schemes
  - 1. Monochromatic
  - 2. Related/analogous
  - 3. Complementary/contrasting
- C. Effects of hue, value, and intensity
  - 1. How do colors affect our feelings and activity
  - 2. What colors and combinations attract our attention
  - 3. How do colors affect apparent size and distance
  - 4. How can colors be used to accenturate or deemphasize the outlines or contours of objects
- D. Factors to consider in selecting color
  - 1. People
  - 2. Possessions
  - 3. Rooms
  - 4. The whole house
- E. Economies with color: how it can save money
  - 1. Paint on walls to change atmosphere
  - 2. Revitalized furniture
  - 3. Substitute for draperies at windows
  - 4. Graphics on walls rather than wallpaper
  - 5. Lots of light value hues can cut electric bills and probably improve vision
  - 6. Warm colors make people comfortable at lower (healthier) temperatures
  - 7. Colors that fade gracefully minimize replacement

V. Walls, Stairs, and Fireplaces

- A. Design
- B. Construction

VI. Windows, Window Treatments, and Doors

- A. Functions of windows
- B. Types of windows
- C. Exterior window treatments
  - 1. Awnings
  - 2. Shutters
  - 3. Cutouts and projecting elements
  - 4. Grilles and fences
  - 5. Louvers
- D. Interior window treatments
  - 1. Shades
  - 2. Venetian blinds
  - 3. Grilles and screens
  - 4. Shutters
  - 5. Plants
  - 6. Bare windows
  - 7. Curtains and draperies
    - a. Tips on selection
- E. Types of doors
  - 1. Swinging
  - 2. Sliding
  - 3. Folding
- F. Location of doors

VII. Floors, Floor Coverings, and Ceilings

- A. Types of flooring materials
- B. Selecting flooring materials
- C. Floor coverings
- D. Ceilings
  - 1. Height
  - 2. Shape and direction
  - 3. Materials
    - a. Plaster
    - b. Gypsum boards
    - c. Ceiling tiles
    - d. Wood
    - e. Fabrics
    - f. Transparent materials: plastic and glass

VIII. Furniture Selection and Arrangement

- A. Selecting furniture
  - 1. Utility and economy
  - 2. Beauty and character
- B. Furniture types (good to do a vocabulary)
  - 1. Built-in and unit
  - 2. Beds
  - 3. Sofas
  - 4. Chairs
  - 5. Tables
  - 6. Storage units
  - 7. Outdoor furniture
- C. Materials and construction
  - 1. Wood
  - 2. Metal
  - 3. Plastics
- D. Upholstered furniture
- E. Planned buying
- F. Arranging furniture
  - 1. Group spaces
  - 2. Dining space
  - 3. Bedrooms
  - 4. Furniture sizes and shapes
  - 5. Arranging furniture on paper: saving time and energy
  - 6. Personal expression

IX. Lighting

- A. Combining natural and artificial lighting
- B. Solutions for problem spaces
- C. Tips for lighting

X. Exterior Design: The Extended Environment

- A. Landscape design
  - 1. Functions of
    - a. Access
    - b. Indoor-outdoor communication
    - c. Outdoor living areas
    - d. Play areas
    - e. Service spaces
  - 2. Materials of landscape design
    - a. Ground surfacings
    - b. Fences, walls, and hedges
    - c. Overhead protection
    - d. Plants
    - e. Water

XI. Dollar-Wise Decorating

- A. Decorating on a budget
- B. Decorating with fabric
- C. The dump as a resource

XII. Recognizing Problem Areas and What To Do

- A. Hot and cold spots
- B. Odd shaped rooms
- C. Too many windows
- D. Unattractive views

Resources

Faulkner, Ray and Faulkner, Sarah. Inside Today's Home. NY: Holt, Rinehart, and Winston, 1976. (383 Madison Avenue, New York, NY 10017)

Varner, Carleton. Decorating with Color. Des Moines, IA: Creative Home Library, 1972. (Meredith Corporation, Consumer Book Division, 1716 Locust, Des Moines, IA 50336)

Better Homes and Gardens, Meredith Corporation, Consumer Book Division, 1716 Locust, Des Moines, IA 50336.
Better Homes and Gardens Decorating Book
Better Homes and Gardens Decorating Ideas Under $100

THE ABC's OF R-V's
RECREATIONAL VEHICLES

Suggested Time: Two 2-hour sessions

Course Description: This course will attempt to familiarize the consumer with the different types of recreational vehicles on the market and to assist him or her in deciding which recreational vehicle is the right one for his or her individual or family's needs.

Topical Outline:

I. Recreational Vechicles

- A. The kind you drive
  - 1. Motor homes
  - 2. Travel vans and van campers
  - 3. Slide-in truck campers
  - 4. Pickup covers and folding pickup campers
  - 5. Chassis-mount truck campers
- B. The kind you tow
  - 1. Fold-down camping trailers
  - 2. Travel trailers
  - 3. Aircraft-type trailers
  - 4. Telescoping trailers
  - 5. Fifth wheel trailers

II. Making Sense of Salesman Nonsense - Questions to Ask

- A. Floor plan options
  - 1. How to read a floor plan
- B. Interior and decor
- C. Food preparation and eating facilities
- D. Sleeping arrangements
- E. Bathing
- F. Heating, ventilating, and air conditioning
- G. Power systems
- H. Travel, parking, and miscellaneous accessories
- I. Specifications
- J. Gas mileage and maintenance
- K. Water systems
- L. Exterior
- M. Special travel options offered by company
  - 1. Travel clubs
  - 2. Others

III. Rent Instead of Buy

IV. Used Models

V. Do-It Yourself Models

VI. Which Recreational Vehicle Is Right For You

- A. Family size
- B. Budget
- C. How much will the recreational vehicle be used

VII. Towing Laws and Traffic Regulations

VIII. Taking a Look at Recreational Vehicle Manufacturers

IX. Motorcycles to Pony Carts - Recreational Vehicles Can Be More Than a Home on Wheels

- A. Don't stop on the water's edge
    - 1. Boats
    - 2. Canoes
    - 3. Inflatable crafts
- B. Bicycles built for 1 or 2 or. . .
- C. At home on the motorbike trail
- D. Snowmobiles
- E. Others

Resources

Griffin, A. L. A Buyer's and User's Guide to Recreational Vehicles. Chicago: Henry Regnery Co., 1973. (114 W. Illinois St., Chicago, IL 60610) $10.00.

Local recreational vehicle dealerships - have excellent supply of literature good resource people to use.

Periodicals

FAMILY MOTOR COACHING. Family Motor Coach Association, 8291 Clough Pike, Cincinnati, OH 45244

MOBILE LIVING. National Association of Trailer Owners, Inc., 1323 Main St., Box 1418, Sarasota, FL 33578

CAMPING. American Camping Association, Bradford Woods, Martinsville, IN 46151

CAMPING INDUSTRY. Market Communications, Inc., 225 E. Michigan, Milwaukee, WI 53202

Recreational Vehicle Manufacturers

Fleetwood Enterprises, Inc., (Tioga Motor Homes) P. O. Box 7638, Riverside, CA 92523

S S Homes, Inc. (Spritter, P.O. Box 732, 29391 U.S. 33 W., Elkhart, IN 46514

Winnebago Industries, Inc., P.O. Box 152, Forest City IA 50436

R. B. R. Corporation, 13301 Chippewa, Mishawaka, IN 46544

Champion Home Builders Co., Champion Motor Home Division, P.O. Box 8, Bremen, IN 46506

The Coleman Co., Inc., Camping Trailer Division, Somerset, PA 15501

Sunline Coach Co., RD #1, Denver, PA 17517

Carriage, Inc., P.O. Box 246 Highway 13, Millersburg, PA 46543

Coachmen Recreational Vehicle Co., P.O. Box 30, Middleburg, IN 46540

Midas-International Corporation, Rt. 1 Box 303B, Edwardsburg, MI 49112

WHEN THERE'S NOT A SEAT TO SIT ON. . .
HOW TO BUY FURNITURE (NEW AND USED)

Suggested Time: One 3-hour session

Course Description: This course explains how to shop for and select furniture and describes furniture styles. Space- and money-saving furniture are also discussed.

Topical Outline:

I Consider Your Needs

  A. Personal
  B. Family
  C. Financial

II. Have a Plan in Mind

III. Be Choosy: Shop Around

IV. Case Goods: Wood Furniture

  A. Types of wood
    1. Hardwoods
    2. Softwoods
    3. Grain and color variations
  B. Veneer or solid
  C. Finishes
  D. Construction
    1. Joints
      a. Mortise and tenon
      b. Double dowel
      c. Corner blocks
      d. Dovetail
      e. Tongue and groove
      f. Butt joint
      g. Gluing
  E. Checking quality
    1. Drawers
    2. Tables
  F. Ready-to-finish furniture

V. Upholstered Furniture

  A. Construction
    1. Framework
    2. Seat base construction
  B. Cushioning material

C. Outer coverings
    1. Flat weave fabrics
    2. Pile weave fabrics
    3. Type of fiber
    4. Non-woven fabrics
    5. Wearability

VI. What to Look For When Shopping

A. Compare styles, models, and price from one store to another
B. Choose a particular style
C. Check basic frame, type of wood, joints for strength
D. Rididity of overall frame
E. Springs for hig-carbon spring wire
F. Crossed stell-wire supports in the underconstruction
G. See if springs held in place with steel wires
H. Booster springs
I. Read label to verify materials used for filling
J. Select durable fabric
K. Check for stain-resistant materials
L. See if there are zippers on cushions
M. Check on quality of welting
N. Sit on furniture to see how it feels
O. Bounce on furniture to check springs
P. Push back to see how far you sink
Q. Look for quality details in construction
R. Check glue joints in all types
S. Check all sides of furniture including bottom
T. Check for excessive glue on glue joints
U. Check for quality jointing of legs, corners, and drawers
V. Check for dustproofing panels and gliders for drawers in all bureaus, dressers, and chests
W. Swing out doors to see if they hang properly
X. Check on dealer and manufacturer warranties

VII. Questions to Ask When Shopping

A. What warranty or guarantee is on furniture
B. Can upholstery covering be removed and replaced with another
C. Delivery charges
D. Are all joints in the frame reinforced
E. Are there wooden corner blocks in joint-stress points
F. Is wood solid or veneer
G. If plastic - how good a quality
H. Is there firmness on front edge of furniture for added support
I. Is webbing on underside closely interfaced
J. Are seat and back springs firmly tied
K. Does price necessarily mean quality when I buy
L. How long will the fabric last before it shows wear
M. Can fabric be given protective finish
N. Will fabric lose shape when it's washed or dry cleaned
O. Is surface stain and burn resistant

- P. How will humidity affect joints
- Q. Will color darken or fade over the years
- R. Will sunlight affect surface
- S. Others - particular to specific piece

VIII. Space-Saving Furniture

- A. Furniture with hidden functions
    1. Hidden beds
    2. File cabinet tables
    3. Sewing table desks
- B. Folding furniture
    1. Tables
    2. Table tops
    3. Chairs
    4. Foldaway beds
- C. Stacked furniture
- D. Multipurpose furniture
    1. Seating
    2. Beds
    3. Modular furniture

IX. Money-Saving Furniture

- A. Do-it-yourself projects
- B. Remodeled furniture
    1. Simplification
    2. Division
    3. Refinishing
- C. Unfinished furniture
- D. Outdoor or casual furniture
    1. Rattan furniture
    2. Outdoor wood furniture
    3. Metal furniture

X. Shopping Techniques

- A. Choose where you will buy
    1. Wholesale buying
    2. Retail stores
    3. Catalog houses
    4. Discount houses
    5. Used furniture market
- B. Plan the buying trip
    1. Assemble all information
    2. Choose the time carefully - don't go during lunch hour rush
    3. Select your salesperson
    4. Take advantage of decorator service
    5. Present all the information
    6. Ask questions
    7. Buy slowly

XI. Hidden Dangers in Buying Furniture

A. Advertising
B. Sales
C. Damaged stock

Resources

"How to Select Furniture." Sears Hidden Value Series. Chicago: Sears, Roebuck & Co., 1977.

Garman, Thomas E. and Eckert, Sidney W. *The Consumers World: Buying, Money Management, and Issues*. NY: McGraw Hill Book Co., 1974. (1221 Avenue of the Americas, NY NY 10020)

Morton, Ruth; Guether, Hilda; and Guthrie, Virginia. *The Home: Its Furnishings and Equipment*. NY: McGraw Hill Book Co., 1970.

Faulkner, Ray and Faulkner, Sarah. *Inside Today's Home*. NY: Holt, Rinehart, and Winston, Inc., 1976. (383 Madison Avenue, NY NY 10017)

West Virginia Cooperative Extension Service. WVU Publications:
#P152 "When You Buy a Chair - Dining and Pullup Chairs"
#P155 "When You Buy a Lounge Chair"
#WM 252 "Refinishing Furniture"
#1061 "Used Furniture Can Be a Good Buy" - USDA Publication
#1070 "How to Clean Metal Furniture" - USDA Publication

National Association of Furniture Manufacturers
840 Connecticut Avenue, Suite 911
Washington, DC 20015

A RUG IS MORE THAN A HAIRPIECE
HOW TO CHOOSE FLOOR COVERINGS

Suggested Time: One 3-hour session

Course Description: Is carpeting in your future? What about linoleum? Selecting a floor covering needs to be a thought-out decision that considers personal taste, budgeting, and suitability to life style. This course explores how to make that decision.

Topical Outline:

I. Things To Consider Before Selecting a Floor Covering

- A. Amount of traffic in room to be covered
- B. Colors and furnishings to be used
- C. Style of decorating you have or plan
- D. Is a permanently installed carpet as practical as a rug that can be moved
- E. How much dirt will be tracked into the room or area
- F. Consider small children and/or pets
- G. How much time can you spend on care of the floor covering
- H. What does your budget allow

II. How to Figure the Amount of Floor Covering Needed

III. Soft Surface Floor Covering: Carpets and Rugs

- A. Size and installation
  - 1. Wall to wall
    - a. Advantages
    - b. Disadvantages
  - 2. Room-fit
    - a. Advantages
    - b. Disadvantages
  - 3. Room-size
    - a. Advantages
    - b. Disadvantages
  - 4. Area rug
    - a. Advantages
    - b. Disadvantages
- B. Color and pattern
  - 1. Wearability
  - 2. Increasing or diminishing size
- C. Texture
  - 1. Shag
  - 2. Plush
  - 3. Shag-plush
  - 4. Multi-level
  - 5. Level loop

D. Construction
   1. Power tufting
   2. Needlepunch
   3. Woven
      a. Wilton
      b. Axminster
      c. Velvet
   4. Braided (colonial rugs)
   5. Hand knotted (oriental rugs)
   6. Hand-tufted
   7. Knitted
   8. Flocked

E. Fibers: characteristics and type of family best suited for
   1. Wool
   2. Nylon
   3. Acrylic
   4. Polyester
   5. Olefin

F. And now to shop. . .
   1. Check labels on backs of samples for fiber content
   2. Compare wearability on basis of estimated density of construction and depth of pile
   3. Treatments and tests
   4. Carpet cushions
      a. Hair or felt
      b. Rubberized felt
      c. Sponge rubber
      d. Polymeric foam
      e. Attached lining

G. Care of soft surface floor coverings

IV. Smooth Surface Floor Coverings: Resilient and Non-resilient

A. Performance characteristics
   1. Suitability to grade level
   2. Moisture resistance
   3. Grease and alkali resistance
   4. Resilience
   5. Durability
   6. Ease of care

B. Resilient floor coverings
   1. Asphalt tile
   2. Vinyl asbestos or reinforced tile
   3. Vinyl tile
   4. Linoleum
   5. Printed (roto) vinyl sheet flooring
   6. Cushioned printed vinyl sheet flooring
   7. Inlaid vinyl sheet flooring
   8. Wood floors
   9. Cork tile
   10. Rubber tile

C. Non-resilient floor coverings

        1. Ceramic tile
        2. Brick
        3. Slate
        4. Flagstone
        5. Bluestone
        6. Marble
    D. Care of smooth surface floor coverings

V. When You're Ready to Buy

    A. Be aware of performance characteristics
    B. Look for obvious values
    C. Inquire about hidden values
    D. Gather as much information as possible
    E. Find a responsible retailer
    F. Ask for knowledgable salesperson
    G. Be realistic about your budget

Resources

"How to Select Floor Coverings." Sears Hidden Value Series. Chicago: Sears, Roebuck & Co., 1977.

Morton, Ruth; Guether, Hilda; and Guthrie, Virginia. *The Home: Its Furnishings and Equipment*. NY: McGraw Hill Book Co., 1970. (1221 Avenue of the Americas, New York, NY 10020)

Faulkner, Ray and Faulkner, Sarah. *Inside Today's Home*. NY: Holt, Rinehart, and Winston, Inc., 1976. (383 Madison Avenue, New York NY 10017)

Garman, Thomas E. and Eckert, Sidney W. *The Consumer's World: Buying, Money Management, and Issues*. NY: McGraw Hill Book Co., 1974.

West Virginia University Cooperative Extension Service. WVU Publications:
#P306 "Selecting Carpets and Rugs"
#P364 "Carpets and Rugs"
#P365 "Smooth Surface Floors"
#1069 "How to Clean Rugs and Carpets" (USDA publication)

Carpet and Rug Industry Consumer Action Panel, Box 1568, Dalton, GA 30720.

TWO LOCKS ARE BETTER THAN ONE
MAKING YOUR HOME SAFE

Suggested Time: One 3-hour session

Course Description: Is your home an open invitation to burglars? What will you do if you are burglarized? How to make your home more secure from burglars and accidents is what this course is all about.

Topical Outline:

I. How To Make Your Home More Secure

  A. How not to cooperate with the burglar
    1. Planning a trip
      a. Contact paper delivery
      b. Arrangements for mail
      c. Lighting timers and radio timers: use practical times
      d. Record of dog barking
      e. Keep window shades and curtains in normal positions
      f. Make arrangement for lawn maintenance
      g. Close and lock all doors and windows
      h. Make a security check list
      i. Leave house key and emergency phone number with neighbor
      j. Notify local police
      k. Don't tell strangers anything
      l. Mail postcards so that they are delivered just when you arrive home
      m. Don't keep extra valuables at home - use safety deposit box
      n. Have list of serial numbers of expensive equipment
      o. Automatic flood lamps
      p. Don't leave key under doormat
      q. Use properly installed safes and locks
      r. When moving into new home, etc. have tumbler locks reset or install new locks
      s. Don't keep house and car keys on same key ring
      t. If have automatic phone answering service put message on tape that you'll be returning momentarily
      u. Don't admit strangers to home
      v. Use grill work over large glass panels in doors
      w. Be aware and beware of strangers loitering
      x. Keep patio doors locked from inside with strip of wood or pipe on inside bottom track
      y. Close AND lock garage doors
      z. Don't keep ladders on outside of home
      aa. If working in basement, attic, etc. consider house unoccupied and act accordingly
      bb. Don't leave valuable articles outside home
      cc. Make it a habit to security check at night before bed

        - dd. Don't get into the "I'm leaving the house routine", if possible leave and return at different times
    - B. Crime rates and patterns

II. Making Your Apartment More Secure

- A. Have neighbor remove mail as early as possible if delivered while at work
- B. Form mutual protection society with neighbors on your floor
    - 1. Post signs
    - 2. Buddy system
- C. Leave light and radio on if out at night
- D. Two locks are better then one

III. What to Do If You Are Burglarized

- A. Who to call
- B. Don't touch anything
- C. Getting stolen articles back
    - 1. Insurance

IV. Locks and Alarm Systems

- A. Locks
    - 1. Different types
    - 2. How they work
    - 3. Door locks
    - 4. Window locks
- B. Alarm systems
    - 1. Different types
    - 2. How they work

V. Fire Alarms

- A. Protecting against fires
- B. In case of fire: what can you do
    - 1. Fire department number
    - 2. Evacuation plan
- C. Commercial fire alarms

VI. Don't Be An Accident Victim

- A. Avoiding accidents at home
    - 1. In the kitchen
    - 2. In the bathroom
    - 3. All around the house
- B. Parking your car
- C. Walkways
- D. Getting to your door

Resources

Clifford, Martin. Security! NY: Drake Publishers, Inc., 1974.
(381 Park Avenue, S., NY NY 10016)

Mandell, Mel. Being Safe. NY: Saturday Review Press, 1972. (230 Park Avenue, New York, NY 10017)

Strain, Virginia S. A Place of Your Own. NY: McGraw Hill Book Co., 1978. (Gregg Division, McGraw Hill Book Co., Inc., 1221 Avenue of the Americas, New York, NY 10020)

West Virginia State Police - excellent resource materials and resource people

EVERYTHING IN ITS PLACE
PLANNING STORAGE SPACE

Suggested Time: One 2-hour session

Course Description: Do floors and corners serve as storage for all those items you don't know where to put? Your storage space may be adequate but disorganized or it may indeed be a case of too little space and too much to be stored. Analyzing storage space needs and principles of storage are among the topics for this course.

Topical Outline:

I. Factors That Determine Storage Needs

- A. Family size
- B. Activities
- C. Possessions
- D. Facilities
- E. Methods of working

II. Principles of Storage

- A. Location
- B. Arrangement
- C. Guides for applying principles of functional storage

III. Heights and Depths of Work Surfaces

IV. Planning Kitchen Storage

- A. Kitchen patterns
  1. One-wall
  2. L-shaped
  3. U-shaped
  4. Corridor
- B. Working centers
  1. Range
  2. Sink
  3. Refrigerator

V. Planning Laundry Space

VI. Storage Units

- A. Bookshelves
- B. Drawers
- C. Cabinets
- D. Closets
- E. Do-it-yourself storage units
  1. Crates
  2. Metal shelving
  3. Other

Resources

Bratton, Ester C. Home Management Is. . . Lexington, Mass: Ginn & Co., 1975 (Ginn & Co., Xerox Corporation, Lexington, MA 02173)

Faulkner, Ray and Faulkner, Sarah. Inside Today's Home. NY: Holt, Rinehart, & Winston, Inc., 1975. (Holt, Rinehart, & Winston, Inc., 383 Madison Ave., NY NY 10017)

Morton, Ruth, Guether, Hilda, and Guthrie, Virginia. The Home: Its Furnishings and Equipment. NY: McGraw Hill Book Co., 1976. (McGraw Hill Book Co., 330 W. 42nd St., NY NY 10036)

"Storage Slick Tricks," OSU Cooperative Extension Service, Oregon State University, Corvallis, OR 97331

"Stretch Storage Space," WP 176, West Virginia University Cooperative Extension Service
--WP 160 "Spotlight on Freezer Storage"
--WP 161 "Spotlight on Refrigerator Storage"
--WP 162 "Spotlight on Cupboard Storage"

GOOD ORGANIZATION PAYS OFF
TIME AND ENERGY MANAGEMENT

Suggested Time: Four 2-hour sessions

Course Description: Are you ever late to work? Do you forget birthdays? Has a new baby disrupted your schedule? Not everyone operates with clock-like precision, some people have to work at being organized. This course deals with ways *you* can manage your time, energy, and money.

Topical Outline:

I. How Organized Are You?

    A. Defining the problem
    B. Analyzing activities
    C. An organization quiz or self-analysis could be done at the first and last session

II. Principles of Management

    A. What are your standards
    B. What are your values
    C. What are your goals
    D. What alternatives are available
    E. How do you choose between alternatives
    F. Planning
        1. Short-term plans
        2. Long-term plans
    G. Implementation
    H. Evaluation

III. Managing Time, Motion, and Money

    A. Time Budgeting
        1. Keeping track of your activities
            a. Time not put to full use
            b. Suggestions for improvement
        2. Procrastination
        3. Interruptions
        4. Planning the day
            a. How to make a schedule of time and energy
        5. Doubling up on time: doing two things at once
        6. Making use of small amounts of time
    B. Managing Money
        1. Objectives of budgeting
        2. Becoming aware of expenditure patterns
        3. Sources of income
        4. Goals
        5. Expenses
        6. Priorities
        7. Estate planning

- C. Managing Energy and Motion
  - 1. How to save your energy
  - 2. Efficient methods of motion

IV. Setting Up an Office At Home

- A. Choosing a location
  - 1. Space
  - 2. Soundness
  - 3. Electricity
  - 4. Telephone
  - 5. Accessibility to household
- B. Desk, equipment and supplies
  - 1. Calendar
  - 2. Paper clips
  - 3. Pens/pencils
  - 4. Files for records, deeds, and documents
  - 5. Address and phone books
  - 6. Envelopes and stamps
  - 7. Bulletin board and tacks
  - 8. Wastepaper basket
  - 9. Notepaper
- C. Paper: What to do with it
  - 1. Bills, letters, junk mail, etc.
    - a. What to do with them
    - b. How to file them
    - c. When to throw them away

V. Organization in the Home

- A. Storage space
- B. The kitchen
- C. Laundry
- D. Cleaning the home
  - 1. Working out a plan
- E. Clothing care
- F. Meal planning and preparation
  - 1. Planning menus ahead of time
  - 2. Energy and time saving meals
  - 3. Shopping for food
- G. Inventory control for supplies, repairs, etc.
- H. Sharing the work
  - 1. Planning a work roster

VI. Do Lists Assist in Organization

- A. Making a checklist for activities
- B. Psychology of grocery/shopping lists

VII. Organization and Children

- A. Teaching your children organization
  - 1. Their rooms

    2. Around the house
    3. Homework/study habits
  - B. Child care and supervision
    1. A new baby: disrupting the household
       a. A plan for action
    2. Teen-agers: never a spare moment
       a. Planning time and activities

VIII. Organization Outside the Home

- A. A home and career: a working combination
- B. Community activities
- C. Planning leisure time
  1. Recreation
  2. Vacations
  3. Learning a new skill

Resources

Habeeb, Virginia T. Ladies Home Journal: *Art of Homemaking*. NY: Simon and Schuster, 1973. (Rockefeller Center, 630 5th Avenue NY NY 10020)

Stevenson, Robert and Doty, Roy. *The Popular Science Illustrated Almanac for Home Owners*. NY: Harper and Row, 1972.

Bailard, Thomas, Biehl, David; and Kaiser, Ronald. *Personal Money Management*. 2nd ed., Chicago: Science Research Associates, Inc., 1977.

Winston, Stephanie. *Getting Organized*: *The Easy Way to Put Your Life in Order*. NY: W. W. Norton and Co., 1978.

APARTMENTS DON'T GROW ON TREES - BUT THEY SHOULD HAVE APPEAL
APARTMENT LIVING

Suggested Time: One 3-hour session

Course Description: Not everyone can afford to buy a house. Nor is buying a home a universal goal. Many individuals and families share the experience of apartment living. How to choose an apartment, tenant-landlord relations, and suggestions for adding personal touches will be among the subjects for discussion in this course.

Topical Outline:

I. Choosing An Apartment

  A. Your needs
    1. Single or a family
    2. Financial
    3. Possessions
  B. Location
  C. Rent: Quality or Quantity
  D. The apartment
    1. Location in building
    2. Floor plan
    3. Appliances and equipment
    4. The view
  D. Leases
    1. American Bar Association - model landlord-tenant code

II. Your Rights as a Tenant

III. Services for Apartment Dwellers

  A. Community buildings
  B. Play areas

IV. When You Rent: Things to Know

  A. Rental contracts
    1. Improvements as payment
  B. Security deposits
  C. Lease
    1. Renewal of a lease
    2. Terminating a lease

V. It's Your Apartment Now

  A. Expanding limited space
  B. Personalizing
  C. Furniture that leads a double life

Resources

Garman, Thomas E. and Eckert, Sidney W. The Consumer's World: Buying Money Management and Issues. NY: McGraw Hill Book Co., 1974. (1221 Avenue of the Americas, NY NY 10020)

Dorfman, John. Consumer Survival Kit. NY: Praeger Publishers, Division of Holt, Rinehart, and Winston, 1975. (111 Fourth Ave., NY NY 10003)

Garrett, Pauline G. Consumer Housing. Peoria, IL: Chas. A. Bennett, 1972. (Charles A. Bennett Co., Inc., 809 West Detweiller Dr., Peoria, IL 61614)

Morton, Ruth; Guether, Hilda; and Guthrie, Virginia. The Home: Its Furnishings and Equipment. NY: Webster Division, McGraw Hill, 1970. (330 West 42nd St., New York, NY 10036)

Insurance Company of North America, World Headquarters, Philadephia, PA.
Pamphlets #HH 3901 Household Check List
#HH 3677 We Had You in Mind

Changing Times Education Service - Housing Kit. Washington, DC: Changing Times Education Service, 1974. (1729 H St., N.W., Washington, DC 20006)
"So You Want to be a Tenant?"
"When the Key is Yours."
"Happiness is Finding the Right Place to Live"

"You and Your Housing Dollars - 25 Ways to Save Money" Channing L. Bete Co., Inc., Scriptographic Booklet, Greenfield, Mass.

WHEEL ESTATE
BUYING/RENTING A MOBILE HOME

Suggested Time: One 3-hour session

Course Description: Mobile homes aren't just for vacations anymore. Today the variety of mobile home makes and models is enormous. Making the right choice for you is often a difficult decision. How to compare different mobile homes and evaluate for quality will be among the many points covered in the course.

Topical Outline:

I. How to Choose and Buy a Mobile Home

II. How Mobile Homes Are Built

III. Mobile Home Codes: How They Can Guide and Protect You

IV. Floor Plans and Livability

V. Financing a Mobile Home

VI. Warranties and Guarantees

VII. Used Mobile Homes: Bargain or Bust

VIII. Maintaining a Mobile Home - Inside and Out

IX. Taxed

X. Checklist for Mobile Homes

XI. Mobile Homes: Are They For You

    A. Family size
    B. Personal values
    C. Price range
    D. Mobile home parks
    E. Depreciation

Resources

Engel, Lyle K. The Complete Book of Mobile Home Living. NY: Arco Publishing Co., Inc., 1973.

"Mobile Homes for Moderns." Stewart, Marjorie S. Mobile Home Manufacturers Association, Consumer Education Division, P.O. Box 201, Chantilly, VA 22021

The Craftsmen's Guild, P.O. Box 915, Elkhart, IN 46514

"Buying and Financing a Mobile Home." U.S. Department of Housing and Urban Development, 451 7th St., S.W., Washington, D.C. 20410

For additional information contact:
- Local mobile home dealers
- Local finance agents

A DREAM HOUSE CAN BE A NIGHTMARE
BUYING A HOUSE

Suggested Time: Four 2-hour sessions

Course Description: This course discusses the steps in buying and selecting housing that fits your needs. The process of financing a home is included and also how to look at a ready-built house to determine quality and suitability.

Topical Outline:

I. Special Factors to Consider in Purchasing a House

- A. Why housing costs are rising
- B. Equity buildup is slow
- C. Property taxes and benefits
- D. Income tax advantages
- E. Money management and maintenance

II. A House That's Right for You

- A. Family life cycle stage
- B. Financial status
- C. Mobility
- D. Values and goals
- E. Long term plans

III. Financing the Purchase of a Home

- A. Kinds of mortgages
  - 1. Conventional mortgage loans
  - 2. FHA-insured mortgage loans
  - 3. VA-guaranteed mortgage loans
- B. Special financing plans for housing
  - 1. Assuming a mortgage
  - 2. Second mortgages
  - 3. Contract buying
  - 4. FHA section 235 mortgages
- C. Amortization of mortgage loans
- D. What can you afford to buy
  - 1. Down payments and income qualifications

IV. The Process and Costs of Buying Housing

- A. Finding the right house
- B. Selecting a mortgage plan and lender
- C. Making an offer to buy
- D. The closing process and costs
- E. Building a new house

V. Selling Your Home

VI. Insurance for Your Home

- A. Choosing the coverage you need

VII. Evaluating the Ready-Built House

- A. The choice of a lot
- B. The exterior of the house
  - 1. The style of the house
  - 2. The structure of the house
    - a. Foundation
    - b. Floors
    - c. Walls
    - d. Roof
    - e. Windows
- C. The interior of the house
  - 1. The floor plan
  - 2. Floor surfaces
  - 3. Interior walls
    - a. Plaster
    - b. Gypsum wallboard
    - c. Plywood paneling
    - d. Board paneling
    - e. Ceramic interior walls
    - f. Plastic and metal wall tile
  - 4. Interior trim
- D. The heating system
  - 1. Types of heating systems
  - 2. Heat sources
  - 3. Getting a specialist's opinion
    - a. Quality of equipment istalled
    - b. Capacity of heater in relation to demands for heat and estimated heat loss
    - c. Adequacy of insulation and weather stripping
    - d. Adaptability of the heating system
- E. The electrical system
  - 1. Electrical terms
  - 2. National Electrical Code
  - 3. Getting a specialist's opinion
- F. The plumbing system
  - 1. Plumbing terms
  - 2. The water supply
  - 3. Getting a specialist's opinion

Resources

Garman, Thomas E. and Eckert, Sidney W. *The Consumer's World: Buying, Money Management, and Issues*. NY: McGraw Hill Book Co., 1974. (1221 Avenue of the Americas, NY NY 10020)

Dorfman, John. *Consumer Survival Kit*. NY: Praeger Publishers, 1975. (Praeger Publishers, Division of Holt, Rinehart, and Winston, 111 Fourth Ave., New York, NY 10003)

Morton, Ruth; Guether, Hilda; and Guthrie, Virginia. *The Home: Its Furnishings and Equipment*. NY: Webster Division, McGraw Hill Book Co., 1970. (330 West 42nd St., New York, NY 10036)

Garrett, Pauline G. *Consumer Housing*. Peoria, IL: Chas. A. Bennett, 1972. (Charles A. Bennett Co., Inc., 809 W. Detweiller Dr., Peoria, IL 61614)

Faulkner, Ray and Faulkner, Sarah. *Inside Today's Home*. NY: Holt, Rinehart, and Winston, 1976. (383 Madison Ave., New York NY 10017)

Changing Times Education Service, 1729 H St., N. W., Washington, D.C. 20006
"Owning Your Own Home"
"Happiness is Finding the Right Place to Live"
"When the Key is Yours"

Insurance Company of North America, World Headquarters, Philadelphia, PA
Pamphlets #HH 3901 Household Check List
#HH 3677 We Had You in Mind

"You and Your Housing Dollars - 25 Ways to Save Money." Channing L. Bete Co., Inc., Scriptographic Booklet, Greenfield, Mass.

Public Affairs Pamphlets, 381 Park Avenue, South, New York, NY 10016
Pamphlet #495 "Housing: A Nationwide Crisis"
#360 A "How to Finance Your Home"

Bailard, Thomas; Biehl, David; and Kaiser, Ronald W. Personal Money Management. Chicago: Science Research Associates, Inc., 2nd ed., 1977.

For additional information contact local realtor groups

BE IT EVER SO HUMBLE, A CAVE CAN BE A HOME
LOCATING A PLACE TO LIVE - HOUSING ALTERNATIVES

Suggested Time: Three 2-hour sessions

Course Description: Shelter is a basic need of all humans. The availability of adequate housing is a concern for many Americans. Locating a place to live can be a problem but if you know what to look for and where to look, the search may be halfway finished. This course discusses personal factors that affect housing needs and problems of renting and/or buying housing.

Topical Outline:

I. Factors Affecting Where to Live

  A. Proximity to employment
  B. Nearness of schools and colleges
  C. Cost of housing
  D. People in the neighborhood
  E. Attractiveness and safety
  F. Convenience
  G. Mobility potential

II. Types of Housing Available

  A. Houses
    1. Ranch
    2. Two-story
    3. Split level
    4. One and a half story
    5. Raised ranch
    6. Others
  B. Apartments for rent
    1. Small multiunit structures - 3-5 floors
    2. Large multiunit structures - over 5 floors
    3. Remodeled houses and garages
    4. Town houses and tow houses
    5. Duplex
    6. Quadraplex or six-plex
  C. Owned Apartments
    1. Condominiums
    2. Cooperatives
  D. Mobile homes

III. Deciding to Buy or Rent

  A. Advantages and disadvantages of renting
  B. Advantages and disadvantages of owning
  C. Comparing costs
  D. Effects of inflation

- E. Basic facts
  - 1. Moving in costs
  - 2. Expenses per month
  - 3. How much you can afford to pay
- F. Assumptions
  - 1. Mobility
  - 2. Cash resources and willingness to incur capital debt
  - 3. Temporary reversal in financial position
  - 4. Attitude toward:
    - a. Yard upkeep
    - b. Plumbers
    - c. Painters
    - d. Fuel bills
    - e. Others
  - 5. Buying intentions
- G. Problems
  - 1. Down payment
  - 2. Qualifying for financial assistance
  - 3. Importance of noneconomic factors

IV. Preparing to Rent or Buy

- A. Determining needs
- B. Location
- C. Characteristics of the apartment or house
- D. Your price range
  - 1. The costs of renting
  - 2. The costs of buying
- E. Renting
  - 1. Lease agreement
  - 2. Rent
  - 3. Deposit
  - 4. Terms
  - 5. Expenses
  - 6. Restrictions
  - 7. Tenant-landlord relations
- F. Buying a house
  - 1. Condition of the lot and house
  - 2. An offering price
  - 3. Negotiating the purchase
  - 4. Deposit
  - 5. Purchase agreement
  - 6. Deed and title
  - 7. Down payment
  - 8. Mortgage
- G. Building a house
  - 1. Location
  - 2. Architecture
  - 3. Supervision: a contractor
  - 4. Financing
  - 5. Construction

V. Developing Trends in Housing

VI. Attitudes and Values

VII. Psychological Satisfactions

Resources

Garman, Thomas E. and Eckert, Sidney W. *The Consumer's World: Buying, Money Management, and Issues*. NY: McGraw Hill Book Co., 1974. (1221 Avenue of the Americas, New York, NY 10020)

Dorfman, John. *Consumer Survival Kit*. NY: Praeger Publishers, 1975. (Praeger Publishers, Division of Holt, Rinehart, and Winston, 111 Fourth Ave., New York, NY 10003)

Garrett, Pauline G. *Consumer Housing*. Peoria, IL: Chas, A. Bennett, 1972 (Charles A. Bennett Co., Inc., 809 W. Detweiller Dr., Peoria, IL 61614)

Morton, Ruth; Guether, Hilda; and Guthrie, Virginia. *The Home: Its Furnishings and Equipment*. NY: Webster Division, McGraw Hill Book Co., 1970. (330 West 42nd St., New York, NY 10036)

Public Affairs Pamphlets, 381 Park Avenue, South, New York, NY 10016. Pamphlet #495 "Housing: A Nationwide Crisis"

Channing L. Bete Co., Inc., Scriptographic Booklet, Greenfield, Mass. "You and Your Housing Dollars - 25 Ways to Save Money"

Changing Times Education Service, 1729 H St., N. W., Washington, D.C. 20006
"So You Want to Be a Tenant"
"When the Key is Yours"
"Happiness is Finding the Right Place to Live"

Faulkner, Ray and Faulkner, Sarah. *Inside Today's Home*. NY: Holt, Rinehart, and Winston, 1976. (383 Madison Avenue, New York, NY 10017)

For additional information contact local realtor groups

VIOLENCE IN THE FAMILY
ABUSIVE BEHAVIOR

Suggested Time: Two 2-hour sessions

Course Description: A family argument comes to blows; a night out with the boys and drunken behavior may lead to rape. The modern family is often a breeding ground for violence and abusive behavior. Why this is happening, the effects it has, and implications for the future will be dealt with during this course.

Topical Outline:

I. Overview of Physical Violence in the Family

    A. Types of abusive behavior
        1. Physical
        2. Psychological
    B. Causes of abusive behavior
        1. Poverty
        2. Unemployment
        3. Family disorganization
        4. Divorce and separation
        5. Illness and disability

II. Social Contexts of Violence

    A. Coping with change
    B. The media

III. Abuse and the Effects on Family Members

    A. Modern status of the family
    B. Roles of family members
        1. Role confusion

IV. The Legal Framework

    A. West Virginia laws
    B. Legislation

V. The Battered Spouse Syndrome

    A. Detection and prevention
    B. Treatment
    C. Protective services

VI. Getting Help: Protective Services

    A. Police involvement
    B. Inter-agency collaboration

VII. Preventing Abuse: Social Reaction

Resources

Bell, John Elderkind. *Family Therapy.* NY: Jason Aronson, 1974. (59 4th Ave., NY NY 10017)

Neuhaus, Robert and Neuhaus, Ruby. *Family Crisis*. Columbus, OH: Charles E. Merrill, 1974.

Steinmetz, Suzanne K. and Straus, Murray A., eds. *Violence in the Family* NY: Dodd Mead, 1974. (Dodd Mead & Co., 79 Madison Ave., NY NY 10016)

West Virginia Department of Welfare

Community Mental Health Center

National Council on Family Relations, 1219 University Avenue SE, Minneapolis, MN 55412

Glasser, Paul H. and Glasser, Lois N. *Families in Crisis*. NY: Harper & Row, 1970.

IT'S YOUR MOVE
MOVING ON

Suggested Time: One 3-hour session

Course Description: The average American moves about once every five years. If you are moving or considering a move, this course can assist you in determining your housing needs when looking for a new place to live, tips on selecting a moving company, what to do before you move, and adjustments to face after moving.

Topical Outline:

I. Determing Housing Needs

- A. Neighborhood
- B. Space
- C. Utilities
- D. Personal goals and values

II. Finding a Place to Live

- A. Where to look
    - 1. Realtor groups
    - 2. Newspaper
    - 3. Other

III. Making the Best Choice

- A. Location
- B. Rent
- C. Purchase price
- D. Type of housing unit
- E. Rooms and arrangement
- F. Storage space
- G. Utilities
- H. Sunlight and ventilation
- I. Garden and other outdoor space
- J. Condition of apartment, building, and grounds
- K. Convenience
- L. Neighborhood

IV. Moving

- A. Selecting a moving company
    - 1. Their responsibilities
    - 2. Your responsibilities
- B. Moving yourself
- C. Whom to notify when you move
- D. Check your insurance policy
- E. When and how to start packing up
- F. What to do if things go wrong
    - 1. Interstate Commerce Commission
    - 2. State Consumer Protection Agency

V. How Often Do People Move

VI. Why Do People Move

  A. Employment
  B. Family changes
  C. Climate

VII. How Do People Move

  A. By car or truck
  B. By rented equipment
  C. By commercial carriers

VIII. Problems of Moving

  A. Moving preparation
    1. What to move
    2. Professional or do-it-yourself
    3. General preparation
    4. Addresses
    5. Charge accounts and credit cards
    6. Resignations and introductions
    7. School records
    8. Medical and dental records
    9. Moving contract
  B. Moving day
    1. What to expect

IX. Adjustments to Moving

  A. Personal and familial
  B. Emotional
  C. Social
  D. Environmental

Resources

Dorfman, John. Consumer Survival Kit. NY: Praeger Publishers, 1977. (Praeger Publishers, Division of Holt, Rinehart, and Winston, 111 4th Ave., New York, NY 10003)

Garrett, Pauling G. Consumer Housing. Peoria, IL: Chas. A. Bennett, 1972. (Charles A. Bennett Co., Inc., 809 W. Detweiller Dr., Peoria, IL 61614)

Morton, Ruth; Guether, Hilda; and Guthrie, Virginia. The Home: Its Furnishings and Equipment. NY: Webster Division, McGraw Hill Book Co., 1970. (330 West 42nd St., NY NY 10036)

For additional information contact:
  Local realtor groups
  Welcome Wagon
  Local chamber of commerce

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YOU DON'T ALWAYS GET WHAT YOU PAY FOR
PURCHASE AND USE OF MAJOR APPLIANCES

Suggested Time: One 3-hour session

Course Description: Some major appliances can even talk today. But those that can't talk can tell you valuable information if you know how to listen to them. This course takes a look at many major appliances, suggests questions to ask when shopping for one, and discusses how to examine appliance construction for quality and durability.

Topical Outline:

I. Types of Major Appliances and Their Purposes

    A. Refrigerators
        1. Single door
        2. Double door
    B. Freezers
        1. Upright
        2. Chest
    C. Combination Refrigerator-freezer
        1. Upright
        2. Doors side-by-side
    D. Ranges
        1. Gas
        2. Electric
        3. Built-in
        4. Free standing
    E. Ovens
        1. Electric portable
        2. Microwave
    F. Dishwashers
        1. Free-standing
        2. Portable
        3. Built-in
    G. Trash Compactors
        1. Free-standing
        2. Built-in
    H. Washers
        1. Front loading
        2. Top loading
    I. Dryers
        1. Gas
        2. Electric
    J. Air conditioners
        1. Installed
        2. Portable
        3. Electric
        4. Gas

K. Humidifiers
    1. Self-contained
    2. Attached
L. Dehumidifiers
    1. Self-contained
    2. Portable
    3. Attached
M. Vacuum cleaners
    1. Cannister or upright
    2. Disposable of nondisposable bags
N. Home entertainment appliances
    1. Television
    2. Stereo systems
    3. Video tape units
    4. Radios

II. Determining Quality of Appliances

A. Study appliance-rating tests
    1. Consumer Reports
    2. Consumer's Research magazine
B. Read material available from manufacturers or dealers
C. Get opinions and reactions from someone who owns the appliance
D. Visit and talk with several dealers and salespersons

III. Points to Consider When Buying Selected Appliance

A. Things to do before shopping
    1. Refrigerator
        a. Size of space door placement
        b. Capacity needed
        c. Check consumer literature for rating
        d. Determine model and style wanted
        e. Left or right hand door
        f. Check for nearby electrical outlet
        g. Select extras in advance - eg. icemaker
    2. Freezers
        a. Measure space where freezer will be set
        b. Determine style
        c. Cubic feet needed
        d. Price willing to pay
        e. Read published materials
    3. Garbage disposals
        a. Check space under sink
        b. Check if electrical hookup is adequate
        c. Check published sources of various disposals
        d. Decide on size and capacity
        e. Be certain existing pipes can handle wastes
        f. Check for city or area ordinances restricting use
    4. Gas and electric ranges
        a. Check literature for testing and rating
        b. Measure space where range will be set
        c. Decide on free-standing or built-in
        d. Decide on general style wanted

- e. Fix approximate price limit
- f. Decide on gas or electric
- g. Select extra features wanted
  - 1) Self cleaning
  - 2) Counter top cooking surface

5. Dishwashers
   - a. Decide on free-standing or built-in
   - b. Determine space available for built-in
   - c. Is electrical hook-up nearby
   - d. Is drainage system adequate
   - e. Is there sufficient quantity of hot water
   - f. Check consumer publications for ratings
6. Microwave ovens
   - a. Is it necessary
   - b. Check consumer publications for ratings
   - c. Check electricity useage
   - d. Counter top placement
   - e. The need for a separate stand
   - f. Decide on price range
7. Trash compactors
   - a. Check to see if room to put one
   - b. What specific electrical hook-up needed
   - c. Decide on size
   - d. Decide on location - kitchen or other room
   - e. Decide on style
8. Dryers
   - a. Decide on place to be used
   - b. Gas or electric
   - c. If electric - is there proper hook-up
   - d. If gas - is there outlet nearby
   - e. Check consumer magazines for evaluation of makes and models
   - f. Set price range
   - g. Decide on any special features wanted
9. Washers
   - a. Read consumer publications on ratings
   - b. Decide on automatic or semi-automatic
   - c. Decide on portable or fixed
   - d. Decide on top or front loading
   - e. Check space where washer will be used or installed
   - f. Check on water pressure and temperature of water available
   - g. Decide whether special wash cycles are necessary
10. Vacuum cleaners
    - a. Decide on type needed
    - b. Decide on straight suction cleaner vs beater or brush type
    - c. Decide on self-propelled or push model
    - d. Determine is special vacuuming heights will be needed
    - e. Set price range
    - f. Compare published ratings
    - g. Consider extra cleaning accessories
    - h. Check on repair frequencies in consumer publications
    - i. Check on horse power of motor

11. Room air conditioners
    a. Decide on area to be cooled
    b. Check cubic footage of area to be cooled
    c. Decide on portable or installed
    d. Decide on evaporative or freon-type unit
    e. Verify electrical circuits
    f. Check on published materials evaluating makes and models
    g. What does BTUs mean
12. Humidifiers
    a. Decide on portable or built-in
    b. Consider overall size
    c. Decide on level of humidity desired
    d. Determine if automatic or manual control is necessary
    e. Check consumer ratings
13. Dehumidifiers
    a. Portable or built-in
    b. Consider overall size
    c. Where it will be placed
    d. Check consumer ratings
14. Stereo systems, televisions, radios
    a. Decide on style and where it will be placed
    b. Check approximate price range
    c. Check consumer ratings
    d. Stereo systems
        1) Complex systems or turntable and AM/FM radio
        2) Stereo or 4-channel
        3) AM/FM tuner/amplifier combination
        4) Cabinet or console
    e. Television
        1) Black and white or color
        2) Table vs portable
        3) Size of screen
    f. Radios
        1) AM, FM, or combination
        2) Portable vs table

B. What to look for when shopping for an appliance
    1. Look at several styles and models, brands
    2. Compare prices, models and styles from one store to another
    3. Compare special features
    4. Choose compatible color
    5. Manufacturer's warranty and dealer's guarantee
    6. Specific installation requirements
    7. What appliance can and cannot do
    8. Check operating costs between gas and electric applicances
    9. Look for ease of location of control dials
    10. Consider special time-saving and cost-saving features
    11. Underwriters' laboratories seal
    12. Service or installation
    13. Special hookups
    14. Have actual demonstration before buying
    15. Check on safety features and maintenance requirements and costs

        16. Check for operating-noise level
        17. Others - specific to particular appliance
    C. Questions to ask when shopping
        1. What is the warranty
        2. Do you deliver free or are there delivery charges
        3. What maintenance services do you provide
        4. Are there any special characteristics I should know about
        5. What is the approximate cost of operation
        6. Special cleaning instructions
        7. Is a manual provided
        8. Cost of installation
        9. Details of manufacturer's and dealer's guarantee
        10. Is there any maintenance that I need to do myself
        11. Who can provide service if needed
        12. Can I install this appliance myself
        13. Do I need any special electric or gas hookup
        14. How long will the appliance last
        15. Others - specific to particular appliance

IV. Expected Life of Appliances

    A. A used appliance may be a good buy
    B. Consider family size and use

V. Warranties and Guarantees

    A. Problems of warranties and guarantees
    B. Types and purposes
        1. Implied warranties and guarantees
        2. Express warranties and guarantees
    C. Warranty readability and understanding
    D. What is being done about warranties
        1. Federal regulation
        2. Federal Trade Commission

VI. Proper Use of Your Appliance

    A. Guidelines for use of appliances

VII. Of Special Interest: How to Read and Understand Consumer Publications

Resources

Garman, Thomas E. and Eckert, Sidney W. *The Consumer's World: Buying Money Management, and Issues*. NY: McGraw Hill Book Co., 1974. (1221 Avenue of the Americas, NY NY 10020)

Morton, Ruth. *The Home: Its Furnishings and Equipment*. NY: Webster Division, McGraw Hill Book Co., 1970.

"How to Select Major Home Appliances," Sears Hidden Value Series. Chicago: Sears, Roebuck & Co., 1977.

"Buying a Used Appliance," USDA publication #1102. West Virginia University Cooperative Extension Service.

Major Appliance Consumer Action Panel, 20 N. Walker Drive, Chicago, IL 60606

DON'T BE FUELISH - IT MAKES CENTS
ENERGY SAVING DEVICES

Suggested Time:	One 3-hour session
Course Description:	Everyone's pocketbook is feeling the effects of rising energy costs. There are many ways to save energy in the home. This course looks at energy-saving devices that may be found in your home - some obvious ones and others that may be hidden.

Topical Outline:

I. It Pays to Know Your Insulation

- A. Heat transfer factors
- B. Types of insulation
  - 1. Fiberglass and rock wool
  - 2. Plastic foam
  - 3. Fill insulation
  - 4. Reflective insulation
  - 5. Other types
- C. Insulating your home
- D. Insulating your garage

II. Weather-stripping Doors and Windows

- A. How to weather-strip
- B. Caulking materials

III. Windows

- A. Installing new windows
- B. Installing storm windows

IV. Heating Systems and Routine Maintenance

- A. Types of heating systems
- B. Changing and cleaning furnace filters
- C. Tuning up your heating system
- D. Furnace humidifiers
  - 1. Types of
  - 2. Fuel savings

V. Air Conditioners

- A. Choosing a good location
- B. Selecting the right size
- C. How they work and tips on using
- D. Maintaining your air conditioner
  - 1. Cleaning the air filter
  - 2. Cleaning the fan motor

VI. Refrigerators and Freezers

- A. Defrosting
- B. Preventing frost build-up
- C. Cleaning the condenser
- D. Setting the thermostat

VII. Water Heaters

- A. Energy saving tips
  1. Lower setting on thermostats
  2. Use coolest water setting possible when washing clothes, dishes, taking showers
  3. Put water heater as close as possible to water outlet used the most
  4. Repair any leaking faucets
  5. Timers for electric water heaters

VIII. Washers, Driers, and Dishwashers

- A. Energy saving tips
  1. Use coolest water setting possible
  2. Use only when there is a full load
  3. Make sure filters are clean

IX. YOU Can Be an Energy Saving Device

- A. When leaving a room turn out unnecessary lights
- B. Don't keep water running entire time you are in shower
- C. Combine errands when using the car
- D. Car pool
- E. Others

Resources

Price, Billy L. and Price, James T. Homeowner's Guide to Saving Energy. PA: Tab Books, 1976 (Blue Ridge Summit, PA 17214)

Channing L. Bete Co., Inc., Scriptographic Booklets, Greenfield, Mass.
"How to Conserve Energy at Home"
"How to Cut the Cost of Cooling Your Home"
"30 Ways to Cut the Cost of Heating Your Home"
"What Everyone Should Know About Electricity"

West Virginia Cooperative Extension Service. WVU Publication:
# WP 173 "Weatherize Your Home"

For additional information contact public utility companies.

EVEN MOSES HAD A SPEECH IMPEDIMENT
A SPECIAL CHILD IN THE HOME

Suggested Time: Five 2-hour sessions

Course Description: Children weren't created to be kept inside all of their lives. However, many children with mental and/or physical handicaps are often denied contact with the rest of the community. This course will discuss different types of handicaps, attitudes of parents, siblings, and others, and the knowledge that all children are special.

Topical Outline:

- I. Special Children
  - A. The brain-impaired child
    - 1. Retardation
      - a. Mild
      - b. Moderate
      - c. Severe
    - 2. Epilepsy
    - 3. Cerebral palsy
    - 4. Autism
    - 5. Learning disabilities
      - a. Aphasia - difficulty with language and comprehension
      - b. Agraphia - impaired ability to write
      - c. Alexia - reading confusion
      - d. Hyperkinesia
      - e. Others
    - 6. Chorea - involuntary movements
    - 7. Dystonia - muscular rigidity
    - 8. Spina bifida - open lesion at base of spine
    - 9. Cretinism - deformity due to absent or low thyroid
    - 10. Mongolism - chromosomal error
    - 11. Others
  - B. Physically handicapped children
    - 1. Physical defects
    - 2. Muscular disorders
    - 3. Deaf - the sounds of silence
    - 4. Blind - walking out of darkness

- II. The Myth of Normality
  - A. How we perceive others
  - B. The rights of all children
    - 1. Caring parents
    - 2. Food, shelter, and clothing
    - 3. Security at home
    - 4. Treatment
    - 5. To get about the community
    - 6. To try and learn

7. Fair punishment
8. Understandable answers
9. Equal services and opportunities
10. To be listened to
11. Advocacy under law
12. To help and be helped
13. Dignity of risk

III. Prevention - Avoiding Developmental Disabilities

A. Pregnancy disorders
B. Inherited difficulties
C. Birth accidents
D. Inadequate care
E. Untreated infection and injury
F. Nutrition and environment
1. Hunger
2. Destructive pressures

IV. Detection - Early Signs and Symptoms

A. Early care
1. Infant stimulation
2. Gross motor
3. Visual and fine motor
B. Walking age to school
1. Brain growth
2. Developmental averages

V. What Lies Ahead

A. Importance of psychological evaluation
B. Behavior problems
1. Discipline
2. Frustration
3. Aggression
4. Adjusting to the handicap
C. Day to day problems
1. Setting up a routine
2. The child's needs
a. Sensory information
b. Communication
c. Independent role
d. Psychological support
e. Dressing
1) Selecting clothes for handicapped children
f. Toileting
g. Bathing
h. Feeding
i. Walking

VI. The Aims of Therapy

A. Physical therapy
B. Occupational therapy

C. Speech therapy
D. The impact of therapy
1. On the child
2. On the family
a. Therapy for the parent
E. Value of playtime
1. Therapuetic value of toys and equipment
2. Selecting toys and equipment

VII. The Special Child: A Family Affair

A. The parents - the origin of love
1. Attitudes
a. Forms of rejection
b. The passive parent
c. The overindulgnet parent
d. The accepting parent
e. The unaccepting parent
f. The fearful parent
2. Hostility in parents
3. Attitude of the father
4. Social inhibitions
5. Guilt feelings
a. Relieving guilt
b. Blame fixing
c. Scapegoating
6. Avenues of communication
7. Confident management vs. anxiety
8. Time away from the child
9. Money and morale
B. Brothers and sisters
1. Explaining the situation
2. Feelings of neglect and rejection by parents
3. Psychological and emotional impact
4. Relating to the handicapped sibling
5. Caring for the handicapped sibling
6. Freedom to ask questions and discuss
7. Effects on school interaction
a. Informing the teacher

VIII. The Special Child and Education

A. Facts and opinions
B. The concept of special education
1. Public Law 94-142-Education for All Handicapped Children Act
C. Mainstreaming
D. Psychological and emotional adjustments
E. The school's curriculum
F. Medication as a teaching aid
1. Effect on the child
a. Amphetamine therapy for hyperactivity
1) Depression when medication is withdrawn
2) High dopamine levels in brain
3) Feelings of fear

G. Home - school relationship
H. Normalization
I. Remediation
J. Vocational rehabilitation and job placement
K. Home teaching

IX. Adolescence - Ambiguities vs. Obligations and Responsibilities

A. Sex taboos
  1. Contraception instruction
  2. Showing affection of others publicly
  3. Adult fears
B. Sexual maturation - accept not fear
  1. Adult instruction
  2. Sexual identity
    a. Groping for self-identity
    b. Defending against ridicule
  3. Social ignorance
  4. Eliminating fear of sex
    a. Inadequacy
    b. Performancy demands
    c. Taboos
C. The right to understand the basics
D. Personal hygiene
E. A fundamental right - to try
F. Eugenics - "bad" genes
  1. Fallacies

X. More Special Children

A. The gifted child
B. The child with speech disorders

XI. Services and Facilities: Where and How to Get Help

A. Community services
B. State services
C. Federal programs
D. Private programs

Resources

Menolascino, Frank J. *Challenges in Mental Retardation: Progressive Idelology and Services*. NY: Human Sciences Press, 1977.

Koch, Richard and Kathryn J. *Understanding the Mentally Retarded Child: A New Approach*. NY: Random House, 1974.
(Random House Inc., 201 E. 50th St., NY NY 10022)

Siegel, Ernest. *The Exceptional Child Grows Up*. NY: E. P. Dutton, 1975. (E. P. Dutton & Co., 201 Park Ave. S., NY NY 10019)

Rosner, Jerome. *Helping Children Overcome Learning Difficulties*. NY: Walker & Co., 1975. (Walker and Co., 720 5th Ave., NY NY 10019)

Melton, David. *When Children Need Help*. NY: Crowell, 1972. (Thomas Y. Crowell Co., 666 5th Ave., NY NY 10019)

White, Robin. *The Special Child: A Parents' Guide to Mental Disabilities*. Boston: Little, Brown, & Co., 1978. (34 Beacon St., Boston, MA 02106)

Long, Kate. *Johnny's Such a Bright Boy, What a Shame He's Retarded: In Support of Mainstreaming in Public Schools*, Boston: Houghton, Mifflin Co., 1977. (110 Tremont St., Boston, MA 02107)

Ayrault, Evelyn W. *You Can Raise Your Handicapped Child*. NY: G. P. Putnam's Sons, 1964. (200 Madison Ave., NY NY 10016)

Eisenson, Jon. *Is Your Child's Speech Normal?* Reading, MA: Addison-Wesley Publishing Co., 1976. (Addison-Wesley Publishing Co., Inc., Reading, MA 01867)

Blumenfeld, Jane; Thompson, Pearl E.: and Vogel, Beverly. *Help Them Grow: A Pictoral Handbook for Parents of Handicapped Children*. Nashville, TN: Abingdon Press, 1971. (201 8th Ave. S. Nashville, TN 37202)

March of Dines, National Foundation, Box 2000, White Plains, NY 10602
Pamphlets: #9-0007 Birth Defects: Questions and Answers
#9-0026 Birth Defects: The Tragedy and the Hope
#9-0100 Tay-Sachs Disease and Birth Defects Prevention
#9-0029 Unprescribed Drugs and Birth Defects Prevention
#9-0020 Protect Mommies from German Meseasles

Resource For Discussion

Kaufman, Barry. *Son-Rise*. NY: Harper & Row, 1976.

Osman, Betty B. *Learning Disabilities: A Family Affair*. NY: Random House, 1979.

HAVE YOU HIT YOUR CHILD TODAY?
PREVENTING CHILD ABUSE AND NEGLECT

Suggested Time: Three 2-hour sessions

Course Description: When does the parental right ot discipline children become abuse? Child abuse has reached alarming proportions in this country. What is being done and what can be done will be discussed along with the reasons for child abuse and services for the abusive parent and the abused child.

Topical Outline:

I. Abuse: A Gripping Disease

A. The dimensions of the problem
B. The abusive parents
  1. A cycle of abuse
  2. Parents perceptions of children
  3. Impact of the new baby
  4. Crises: external and internal
  5. Factors that add to stress
C. The abused child
  1. When stress begins
  2. Early signs of trouble
  3. Negative, aggressive, hyperactive children
  4. A lack of trust
    a. Older children
  5. Behavior of school-age children
D. Incest and other forms of sexual abuse
  1. Nature of sexual abuse
    a. Pedophilia
    b. Violent molestation and rape
    c. Incest
  2. Age of partners
  3. Treatment of sexual abuse

II. Dealing with Child Abuse

A. Prediction and prevention
  1. How can we tell?
  2. Discipline vs. abuse
  3. Value of intervention
B. Treating the abusive parent
  1. Who is the abuser?
  2. What is treatment?
  3. Crisis nurseries
  4. Casework by social workers
  5. Social service homemakers
  6. Lay-therapists
  7. Psychotherapy
  8. Parent-child interaction

        9. Treatment in groups
            a. Parents anonymous
        10. Residential treatment
    C. Treating abused children
        1. Crisis treatment
        2. Individual play therapy
        3. Aggressive children
        4. Withdrawn children
        5. Therapeutic play school
        6. Foster care and its alternatives
        7. Hospitalization and institutional care
        8. Group treatment
    D. The untreatable family
    E. The future that abusive families face
    F. A community-wide approach
        1. Victims of abuse
            a. Parents
            b. Children
        2. Parents and protective services
    G. The rights of children

III. Child Abuse and the Law

    A. Reporting child abuse
    B. Legal intervention

Resources

Helfer, R. E. and Kempe, C. H. *Child Abuse and Neglect: The Family and the Community*. Cambridge: Ballinger, 1976.

Elmer, Elizabeth. *Children in Jeopardy*. 4th ed., Pittsburgh: University of Pittsburgh Press, 1977.

Fontana, V. J. and Besharov, D. J. *The Maltreated Child: The Maltreatment Syndrome in Children*. 3rd ed., Springfield, IL: Charles C. Thomas, 1977. (Bannerstone House, 310-327 E. Lawrence Ave., Springfield, IL 62703)

Franklin, A. W., ed. *The Challenge of Child Abuse*. NY: The Academic Press, 1977

Helfer, R. E. and Kempe, C. H., eds. *The Battered Child*, 2nd ed., Chicago: University of Chicago Press, 1974. (5750 Ellis Ave., Chicago, IL 60637)

Kempe, C. H. and Helfer, R. E., eds., *Helping the Battered Child and His Family*. Philadelphia: Lippincott, 1974. (J. P. Lippincott Co., E. Washington Square, Philadelphia, PA 19105)

Rogers, Dale Evans and Mead, Frank S. *Hear the Children Crying: The Child Abuse Epidemic*. Old Tappan, NJ: Fleming H. Revell Co., 1978. (Fleming H. Revell Co., Old Tappan, NJ 07675)

National Committee for the Prevnetion of Child Abuse, Suite 510,
111 E. Wachker Drive, Chicago, IL 60601

Parents Anonymous, Inc., 2810 Artesia Blvd., Redondo Beach, CA 90278

Child Welfare League of America, 67 Irving Place, New York, NY 10003

American Humane Association, Children's Division, P.O. Box 1226,
Denver, CO 80201

Kempe, Ruth S. and C. Henry. Child Abuse. Cambridge, MA: Harvard University Press, 1978. (79 Garden St., Cambridge MA 02138) $3.95

JOURNAL OF HOME ECONIMICS. "Child Abuse Problem," May 1976
- "Child Abuse," May 1976

Resource For Discussion

Herrmann, Kenneth J. I Hope My Daddy Dies, Mister. Philadelphia: Dorrance and Co., 1975. (35 Cricket Terrace, Ardmore, PA 19003)

GOOD HOUSEKEEPING. "Tragedy of Joanne Bashold" March 1977.

ADVERTISING POWER

Suggested Time: 2 - 2 hour sessions

Course Description: This course deals with the advertising that we see and hear each day and its influence on what people buy. Topics will include the role of advertising, why people buy, how advertising appeals to the consumer, promotional devices and schemes, deceptive advertising practices, government and business and their role in advertising, and how to judge advertising.

Topical Outline:

I. Role of Advertising in our Country

- A. Sell products
- B. Inform consumer about new products
- C. Support mass media

II. How Advertisers Get to the Consumer

- A. Desire for a bargain
- B. Conformity
- C. Individuality
- D. Suggestion
- E. Association
- F. Interest in sex

III. Why Do We Buy?

- A. Physical well-being
- B. Fun and excitement
- C. Comfort and safety
- D. Love and approval
- E. Self realization and self development
- F. Self-image and status
- G. Impulse buying
- H. Compulsive spending

IV. Promotional Devices and Schemes

- A. Sales
  - 1. Penny
  - 2. Dollar
  - 3. Odds and ends
  - 4. Inventory
  - 5. Special event
- B. Come-ons
- C. Discounts
- D. Something for nothing
- E. Easy credit

V. "There's a Sucker Born Every Minute..." - Deceptive Practices

- A. Bait and switch
- B. Referral sales
- C. Meaningless claims
- D. Fictitious pricing
- E. Negative option
- F. False guarantee
- G. Explciting fears
- H. Out-of-context quotes

VI. Government Gets Into The Act

- A. Truth-in-Advertising Act 1971
- B. Agencies that regulate advertising
  1. Federal Trade Commission
  2. Federal Communications Commission
  3. U. S. Postal Service
  4. Food and Drug Administration
  5. Securities and Exchange Commission

VII. Business Takes Care of Its Own

- A. Better Business Bureau
- B. Consumer Action Panels

VII Play It Smart - Learn To Evaluate Ads

- A. What does ad promise the product or service will do?
- B. Does it do what it promises?
- C. Does it meet my wants, needs and resources?
- D. More information necessary?
- E. Reputable advertiser?
- F. Can I do without the product or service?

RESOURCES

"Consumer Advertising". (Teaching Resource Kit) Cincinnati OH: The Procter and Gamble Company. 1977

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

The American Consumer: Issues and Decisions. Jelley, Herbert M. and Herrmann, Robert O. New York: Gregg Division/McGraw-Hill Book Company. 1973

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

To Buy or Not To Buy. (Teacher Resource Kit) Blau, Melinda E. and Nader, Ralph. New York: Random House. 1975

Understand the Marketplace. Idleman, Hillis K. and McKitrick, Max O. New York: Gregg and Community College Division, McGraw-Hill Book Company. (The Contemporary Consumer Series) 1975

LOOK AT THE LABEL

Suggested Time: 1 - 2 hour session

Course Description: This class deals with labels on products, why they are there, what they say that helps the consumer, the government and labeling regulations, labels on food and clothing and other products.

Topical Outline:

I. Why Labels?

  A. Information for the consumer
  B. Mandatory or voluntary?
  C. Standardized?
  D. Cost of labeling

II. Labels That Tell You Something

  A. Clothing
    1. Garment durability
    2. Garment capacity
    3. Garment composition
    4. Strength available
    5. Efficiency ratings
    6. Performance
    7. Care
    8. Construction/design specifications
  B. Food
    1. Conditions under which nutrition labeling is required
    2. Need
    3. Consumer demand
    4. Recommended Daily Allowance
    5. U. S. Recommended Dietary Allowance
    6. Information found on nutrition labels
    7. Ingredient labeling by weight or percentage
    8. Open dating
    9. Net weight vs. drained weight
    10. Value of nutrition labeling to people on restricted diets
  C. Other products

III. Government and Labeling Acts

  A. Wool Products Labeling Act 1939
  B. Textile Labeling Act 1958
  C. Care Labeling
  D. Fur Products Labeling Act
  E. Fair Packaging and Labeling Act 1966
  F. U. S. D. A. Grade Labeling
  G. Wholesome Poultry Products Act 1968
  H. Truth-in-Food Labeling Act 1972

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Nutrition Labeling - How It Can Work for You. Washington DC: The National Nutrition Consortium, Inc. 1975. Available from *Nutrition Labeling*, P. O. Box 4110, Kankakee IL 60901. (1-9 copies - $3.00 each)

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

MEET THE METRIC SYSTEM

Suggested Time: 1 - 2 hour session

Course Description: This class looks at the metric system, what it is, why we are changing to metric, arguments for and against the metric system, common units used in the system and ways to learn the system and how to use it.

Topical Outline:

I. Why Metrics?
    A. Most of the world is metric
    B. System is simpler
    C. Advantage when dealing with other countries
    D. Mandatory changeover

II. Why Not Metrics?

    A. Who pays for conversion?
    B. Cost and time for retraining people
    C. Equipment is not metric
    D. Language is not metric - "foot-long hot dog"
    E. Old dogs and new tricks - attitudes about changing

III. Common Units

    A. Gram
    B. Liter
    C. Meter
    D. Celcius

IV. Common Prefixes

    A. Milli
    B. Centi
    C. Kilo

V. Is It Easy To Learn?

    A. Based on Decimal System; Units of Ten
    B. Easy comparisons
    C. Measuring metric

RESOURCES

"Beat Your Hangups With Ours"' West Virginia Department of Education, Charleston WV 25305.

Consumer Education. Maedke, Lowe, Boardman and Malouf. Encino CA: Glencoe Publishing Company, Inc. 1979

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

"Moving Toward Metric - Insights into Consumerism". New York: J. C. Penney Company, Inc., Educational Relations Department, 301 Avenue of the Americas, New York NY 10019.

PUT YOURSELF IN THE DRIVER'S SEAT

Suggested Time: 4 - 2 hour sessions

Course Description: Transportation is a major expense for most families. This class deals with problems related to buying a car. Topics covered include: alternatives to the car, how to decide whether to buy a new or used car, what to look for when buying a car, warranties, how to get the best buy, how to pay for a car, insurance to buy, and what to look for in car safety.

Topical Outline:

I. The Car and Problems Today

- A. Rising operating costs
- B. Energy and environmental problems

II. Alternatives to the Car

- A. Walking
- B. Motorcycle
- C. Carpooling
- D. Public transportation

III. Taking the Plunge - Buying a Car

- A. New cars
  - 1. Advantages
    - a. Pride of ownership
    - b. New car warranty
    - c. Lower operating costs
    - d. Lower maintenance costs
    - e. Greater reliability
    - f. Innovations
  - 2. Disadvantages
    - a. Larger initial cost
    - b. Higher finance charges
    - c. Higher collision insurance premium
    - d. New untested equipment
    - e. Greater depreciation the first two years
- B. Used cars
  - 1. Advantages
    - a. Lower initial investment
    - b. Lower finance charges
    - c. Less depreciation
    - d. Mechanical problems may have been corrected previously

- 2. Disadvantages
  - a. Higher maintenance and operating costs
  - b. Financing may be harder to get
  - c. Interest rates may be higher
  - d. Car may be less reliable
  - e. Safety and improved features may not be included
  - f. Possible mechanical problems

C. Be an informed buyer

- 1. Read publications
- 2. Read advertising
  - a. Private used car sales
  - b. New and used car dealers
- 3. Comparison shop
- 4. Consider needs, wants and resources
- 5. Be aware of dealer deceptive practices
  - a. Padding sales tab
  - b. Turn-over technique
  - c. Low-balling
  - d. High-balling
  - e. Close and bump
  - f. Bait and switch

D. Save money

- 1. Look at dealer preparation checklist for new cars
- 2. Choose a reputable dealer
- 3. Get promises in writing
- 4. Avoid unnecessary options
- 5. Consider price in relation to use intended
- 6. Bargain with dealer

E. Selection factors in new cars

- 1. Physical factors - car size, engine type
- 2. Road tests
- 3. Price of car and money available
- 4. Quality of dealer service
- 5. Cost of operation
  - a. Size of car
  - b. Depreciation
  - c. Gas and oil
  - d. Insurance
  - e. Maintenance
  - f. Taxes and tolls
- 6. Warranty and guarantee
  - a. Express or implied
  - b. Sales statement
  - c. Time element
- 7. Getting the best buy
  - a. Price factors
  - b. Trade-in value
  - c. Discount-off sticker
  - d. Indexes of trade-in value - NADA Used Car Guide
- 8. Dealer sales margins
  - a. Standard
  - b. Compact
  - c. Subcompact

- F. Buying a used car
    - 1. Mechanical factors
        - a. General condition
        - b. Brakes
        - c. Suspension system
        - d. Engine
        - e. Transmission
        - f. Check customer service file
        - g. Get car checked by a reliable mechanic
        - h. Test-drive
    - 2. Warranty and service coverages
        - a. Components covered
        - b. Percent of coverage
        - c. Duration of coverage
    - 3. Price factors
        - a. Car value - NADA Used Car Guide
        - b. Age
        - c. Model
        - d. Mileage
        - e. Condition
        - f. Value of trade-in
        - g. Discount for paying cash

IV. Paying for the Car

- A. Sources of credit
    - 1. Bank
    - 2. Passbook loan
    - 3. Credit union
    - 4. Dealer
- B. Cost of financing
- C. General loans
    - 1. Interest rate
    - 2. Down payment
    - 3. Length of loan
    - 4. Prepayment penalty
- D. Type of financing
    - 1. Add-on installment note
    - 2. Percentage on the monthly balance

V. Insuring the Car

- A. General family car policy coverages
    - 1. Physical damage
    - 2. Medical payments
    - 3. Liability
    - 4. Uninsured motorist coverage
- B. Other coverages
- C. Setting car insurance limits

VI. Safety Considerations

- A. Safest colors
- B. Suspension system
- C. Size of engines

D. Options
E. Kind of brakes
F. Seat belts and other safety features

RESOURCES

A Handbook of Consumer Education - A Guide for Teaching Process and Content. Boyd, Fannie Lee and Stovall, Ruth. Boston: Allyn & Bacon, Inc. 1978

Buy It Right. Ende, Jean and Earl, Clifford. New York: E. P. Dutton and Company, Inc. 1974

Consumer Education - A Course of Study. Hopkins, Charles. Charleston WV: West Virginia Retailers Association, 906 Nelson Building, Charleston WV 25305. 1969

Consumer Reports. April 1979, Vol. 44, #4. (Annual Auto Issue) Mt. Vernon NY: Consumers Union of United States, Inc. Order from Consumer Reports, P. O. Box 1000, Orangeburg NY 10962.

Consumer Survival Kit. Adapted by John Dorfman. New York: Praeger Publishers, Holt, Rinehart & Winston. 1977

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

Financing and Insuring A Car. (Learning Activity Package) Seattle WA: Unigraph, P. O. Box 24287, Seattle WA 98124.

Guide to Personal Finance - A Lifetime Program of Money Management. Third Edition. Stillman, Richard J. Englewood Cliffs NJ: Prentice-Hall. 1979

How To Buy A Used Car. Jackson, Charles R. Philadelphia: Chilton Book Company. 1967

The American Consumer: Issues and Decisions. Jelley, Herbert M. and Herrmann, Robert O. New York: Gregg Division/McGraw-Hill Book Company. 1973

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

To Buy or Not To Buy. (Teacher Resource Kit) Blau, Melinda E. and Nader, Ralph. New York: Random House. 1975

"You and Your Transportation Dollars". Scriptographic Fact Folder. Greenfield MA: Channing L. Bete Company, Inc. 1973

SPEAK FOR YOURSELF

(Consumer Rights and Responsibilities)

Suggested Time: 4 - 2 hour sessions

Course Description: This course looks at the law and the consumer's rights and responsibilities. Topics include: how and where to complain about a service or product, contracts, laws protecting consumers, how to judge a business before buying from it, government, state, business and private agencies that work for consumer protection, trends in consumer protection, and the responsibility that the consumer has to protect his/her interests.

Topical Outline:

I. History of Consumerism

- A. Antitrust action
- B. Safe food and drugs
- C. Consumer education
- D. Product testing
- E. Consumer representation in government

II. President John F. Kennedy's Consumer Rights

- A. Right to be informed
- B. Right to choose
- C. Right to be heard
- D. Right to safety

III. Consumer Responsibilities

- A. To change undesirable conditions in the marketplace
- B. Adequate representation of the consumer point of view in government and business
- C. To be informed about legislation, influence these laws and see that they are enforced.
- D. To use available information
- E. To be quality and safety-conscious
- F. To use reasonable care in selecting merchandise
- G. To speak up

IV. Silent Victims in the Marketplace

- A. Ignorance
- B. Embarrassment
- C. Busy
- D. Not worth the effort
- E. Afraid

V. Guidelines for Judging a Business

A. Satisfied customer references; check out three
B. Shop and compare with other stores and within store
C. Know what you are paying for in advance
D. Get it in writing

VI. Got a Gripe? How To Complain

A. Check facts, collect bills, receipts, other papers
B. Decide what to ask for.
C. Be reasonable, courteous and specific
D. Order of complaining
    1. To someone in authority at the business
    2. To manufacturer
    3. To a business-supported agency
        a. Better Business Bureau
        b. Consumer Action Panels
    4. Contact local or State Consumer Protection Office
    5. Sue in Magistrate Court

VII. Essentials of Consumer Law

A. Contracts
B. Mutual consent
C. Legalities
D. Competent parties
E. Legal avenues
    1. Magistrate Court
    2. Class Action Suit
    3. Arbitration - third party makes decision
    4. Mediation - third party helps two parties make decision
        a. Consumer Action Panels
        b. Better Business Bureau

VIII. Government Agencies

A. Office of Consumer Affairs
B. Federal Trade Commission
C. Federal Communications Commission
D. Food and Drug Administration
E. U. S. Postal Service
F. Securities and Exchange Commission
G. Civil Aeronautics Board
H. National Highway Traffic Safety Administration
I. Interstate Commerce Commission
J. Scope of legal authority of agencies
K. Consumer Information Center - source of information

IX. Business-Sponsored Agencies

A. Consumer Action Panels
    1. MACAP
    2. CRICAP
    3. FICAP
    4. AUTOCAP

B. Better Business Bureau
   1. Role
   2. Council of Better Business Bureaus

X. State and Local Consumer Protection Agencies

A. Consumer Protection Division, Office of the Attorney General
   1. Handles complaints
      a. Fraud
      b. Misrepresentation
      c. False or misleading advertising
      d. Contracts
      e. Credit transactions
      f. Warranties or guarantees
B. Charleston Area Consumer Protection Office

XI. Consumer Protection Acts

A. Consumer Product Safety Act
B. Federal Food, Drug and Cosmetic Act
C. Fair Packaging and Labeling Act
D. Radiation Control for Health and Safety Act
E. Public Health Service Act
F. Truth-in-Lending Act
G. The Equal Credit Opportunity Act
H. Fair Credit Reporting Act

XII. Private Agencies

A. Consumers Union of United States, Inc.
B. Consumers' Research, Inc.

XIII. Trends in Consumer Action

A. Ralph Nader
B. Better organization of consumers
C. Bills passed
   1. Class-action lawsuits
   2. Independent consumer protection agency in federal government
   3. Protection against circulation of inaccurate or obsolete information.

XIV. Contracts

A. Types
   1. Sales
   2. Conditional sales
   3. Bailment
   4. Lease
   5. Chattel mortgage
B. Cooling-off period
C. Legal requirements

XV. Warranties

- A. Express
  - 1. Full
  - 2. Limited
- B. Implied
  - 1. Warranty of title
  - 2. Warranty of merchantability
  - 3. Warranty of fitness for purpose
  - 4. Warranty of fitness for human consumption
  - 5. Other implied warranties
    - a. Spoken promises
    - b. Advertising claims
- C. Service contracts
- D. Magnuson-Moss Warranty Act
- E. Using warranties
  - 1. Read before buying
  - 2. Read if you have a problem
  - 3. Keep sales slip with warranty
  - 4. Legal steps to take
  - 5. Federal Trade Commission

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A Handbook of Consumer Education - A Guide for Teaching Process and Content. Boyd, Fannie Lee and Stovall, Ruth. Boston: Allyn & Bacon, Inc. 1978

Consumer Complaint Guide 1975. Rosenbloom, Joseph. New York: Macmillan Publishing Company, Inc.

Consumer Contracts. (Learning Activity Package) Seattle WA: Unigraph, P. O. Box 24287, Seattle WA 98124.

Consumer Education - A Course of Study. Hopkins, Charles. Charleston WV: West Virginia Retailers Association, 906 Nelson Building, Charleston WV 25305. 1969

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Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

Guide to Personal Finance - A Lifetime Program of Money Management. Third Edition. Stillman, Richard J. Englewood Cliffs NJ: Prentice-Hall. 1979

"How To Use The Magistrate Court of West Virginia". Charleston Legal Aid Society, 1026 Quarrier Street, Charleston WV 25301.

"Justice in the Marketplace". (Teacher Resource Kit) Changing Times Educational Service, 1729 H Street NW, Washington DC 20006.

Sylvia Porter's Money Book. New York: Avon Books. 1976

"The Many Faces of Consumerism". Charleston Consumer Protection Department, P. O. Box 2749, Charleston WV 25330.

To Buy or Not To Buy. (Teacher Resource Kit) Blau, Melinda E. and Nader, Ralph. New York: Random House. 1975

"Warranties: There Ought To Be A Law..." U. S. Federal Trade Commission, Legal and Public Records, Room 130, Washington DC 20580.

SALES STRATEGIES YOU SHOULD KNOW

(Fraud and Deception)

Suggested Time: 1 - 2 hour session

Course Description: This class deals with the many acts of fraud and deception which the consumer must cope with in the marketplace. They include the "something for nothing" frauds, high pressure sales tactics, pyramid plans, U. S. Mail frauds, deceptive advertising, as well as frauds which are carried out by consumers.

Topical Outline:

I. The "Something for Nothing" Frauds

- A. Bait and switch
- B. Free offer
- C. Big prize winner
- D. Referral sales

II. High Pressure Sales Tactics

- A. Tactics
  - 1. Fatigue
  - 2. Fear
  - 3. Now or never
  - 4. Wonder cures
  - 5. Pyramid plans
  - 6. Door to door schemes
- B. Protective steps
  - 1. Cooling off period
  - 2. Require identification
  - 3. Buy only from reputable companies
  - 4. Read contracts
  - 5. All promises in writing

III. Frauds Through the U. S. Mail

- A. Basic frauds
  - 1. Failure to furnish merchandise
  - 2. Sales of franchises
  - 3. Chain letters
  - 4. Land sales frauds
  - 5. Work at home schemes
  - 6. Fraudulent insurance sales
  - 7. Study courses
  - 8. Fake accreditation
- B. U. S. Postal Inspection Service
- C. Direct Mail Marketing Association

IV. Deceptive Advertising

- A. Testimonials
- B. Glittering generalities
- C. Authority recommendation
- D. Transfer tactics
- E. Bandwagon effect
- F. Exaggerated claims
- G. "Wholesale price"
- H. Pictures misrepresent product

V. How To Cope With Fraud and Deception

- A. Be aware
- B. Buy only from reputable dealers
- C. Investigate thoroughly before buying anything
- D. All promises written
- E. Require identification

VI. Frauds by Consumers

- A. No intent to pay
- B. Return merchandise after using
- C. Buy at discount and return for full credit at another store

RESOURCES

Consumer Education - A Course of Study. Hopkins, Charles. Charleston WV: West Virginia Retailers Association, 906 Nelson Building, Charleston WV 25305. 1969

"Consumer Education Series". (Teacher Resource Kit) Doubleday Media, Box C-19518, 1371 Reynolds Avenue, Irvine CA 92713. 1976

"Consumer Education Part II: Managing Your Money". (Teacher Resource Kit) Teaching Resources Films, Education Service of the New York Times, New York NY. 1974

Consumer Survival Kit. Adapted by John Dorfman. New York: Praeger Publishers, Holt, Rinehart & Winston. 1977

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Sylvia Porter's Money Book. New York: Avon Books. 1976

The American Consumer: Issues and Decisions. Jelley, Herbert M. and Herrmann, Robert O. New York: Gregg Division/McGraw-Hill Book Company. 1973

PLAYING WITH CREDIT; FLIRTING WITH DEBT

Suggested Time: 3 - 2 hour sessions

Course Description: This class looks at the proper use of credit, sources of credit, types of credit, the high cost of borrowing, how to hold down interest and costs, credit laws, pitfalls of using credit, getting too much credit, and how to kick the credit habit.

Topical Outline:

I. Incidence of Consumer Credit Usage

II. When To Borrow

  A. Advantages of credit
    1. Convenience
    2. Helps with recordkeeping and budgeting
    3. Use goods while paying
    4. Forced savings
    5. Helps meet financial emergencies
  B. Disadvantages of credit
    1. Weakens sales resistance
    2. Gets out of hand
    3. Encourages impulse buying
    4. Costs money

III. Do's and Don't's of Credit

  A. Use only when needed - education, home, emergency
  B. Use as an asset, not liability
  C. Only for major purposes
  D. Borrow only what is needed, pay back quickly
  E. Know the cost
  F. Know the law and protection
  G. Know different kinds of credit
  H. Know the contract
  I. Don't sign a blank contract

IV. Expenses Faced by Creditors in Granting Credit

  A. Getting credit ratings
  B. Bookkeeping and billing
  C. Collections
  D. Interest tied up
  E. Insurance
  F. Loss of space used for credit business

V. How To Get Credit

- A. Equal Credit Opportunity Act
- B. Establish a credit rating
  - 1. 3 C's of credit
    - a. character
    - b. capacity
    - c. capital
  - 2. Borrow or open a charge account; pay promptly to establish rating
- C. Credit investigation
- D. Fair Credit Reporting Act
- E. Credit counseling

VI. Sources of Cash Loans

- A. Commercial banks
  - 1. Unsecured
  - 2. Collateral
- B. Savings bank or savings and loan association
- C. Credit union
- D. Small loan company
- E. Industrial loan company
- F. Home mortgage
- G. Second mortgage company
- H. Bank credit card
- I. Life insurance
- J. Advance against salary
- K. Pawnbroker
- L. Government agencies - education, housing
- M. Friends or family
- N. Loan shark

VII. Types of Credit

- A. Cash credit
  - 1. Installment loans
  - 2. Single payment loans
- B. Sales credit
  - 1. Revolving charge account
  - 2. 30-day charge account
  - e. Installment sale
- C. Credit card
  - 1. Types
  - 2. Sources
  - 3. Advantages and disadvantages
  - 4. Safeguarding credit cards

VIII. The High Cost of Credit

- A. Annual percentage rate - true annual interest rate
- B. Credit insurance
- C. Extra service costs
- D. Length of loan
- E. Prepayment penalty
- F. Down payment

C. Interest
1. Add-on
2. Discount
3. Interest on unpaid balance

IX. Understand Your Rights

A. Truth-in-lending Act
B. Fair Credit Billing Act
C. Fair Credit Reporting Act
D. Equal Credit Opportunity Act

X. How To Hold Down Interest Costs

A. Pay average daily-balance accounts early in billing cycle
B. Pay adjusted-balance accounts late in cycle
C. Avoid having previous-balance accounts

XI. Pitfalls of Credit

A. Debt pooling
B. Sewer service
C. Inconvenient venue
D. Confession of judgment
E. Harrassment
F. Repossession
G. Holder in due course
H. Overuse
I. Inability to understand a credit plan
J. Robbing emergency money to make credit payments

XII. How Much Debt Is Too Much?

A. Credit counseling
B. Garnishment
C. Consolidation loan
D. Debt repayment loan
E. Bankruptcy

XIII. Credit Contract

A. Information required by law
B. Buyers responsibility
C. Sellers responsibility
D. Application forms

XIV. Kicking the Debt Habit

A. Prepare a balance sheet, income statement and budget
B. Where can savings be made?
C. Use savings to reduce most expensive debt
D. Determination is the key

RESOURCES

A Handbook of Consumer Education - A Guide for Teaching Process and Content. Boyd, Fannie Lee and Stovall, Ruth. Boston: Allyn & Bacon, Inc. 1978

Buy It Right. Ende, Jean and Earl, Clifford. New York: E. P. Dutton and Company, Inc. 1974

"Choices and Decisions: Becoming a Wise Consumer". (Teacher Resource Kit) American Council of Life Insurance/Health Insurance Institute, 1850 K Street NW, Washington DC 90406.

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Credit Cards. (Learning Activity Package) Seattle WA: Unigraph, P. O. Box 24287, Seattle WA 98124.

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Forms in Your Future. Goltry, M. Learning Trends, Globe Book Company, Inc., 175 Fifth Avenue NY 10010. (Has 24 forms)

Guide to Personal Finance - A Lifetime Program of Money Management. Third Edition. Stillman, Richard J. Englewood Cliffs NJ: Prentice-Hall. 1979

"Money and Life Style". (Teacher Resource Kit) Changing Times Education Service, 1729 H Street NW, Washington DC 20006.

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The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

IT'S YOUR FUNERAL

(Costs to Consider)

Suggested Time: 2 - 2 hour sessions

Course Description: This class deals with the high cost of dying: funeral and burial costs, steps to take after a death, planning for death, ways to cut the cost of death, current trends in funerals, other choices such as cremation and memorial services.

Topical Outline:

I. History of Funerals
  A. Death rate
  B. High cost of dying

II. Trends
  A. Investigating prices beforehand
  B. Cremation instead of burial
  C. Closing casket during service
  D. Memorial service - no funeral
  E. Cryogenics - self-preservation

III. Funeral Costs
  A. Services of the funeral home and funeral director
    1. Transporting body
    2. Arranging for death certificates
    3. Newspaper notices
    4. Clergy
    5. Burial
    6. Advancing cash for certain items - flowers, phone calls
  B. Preparation of the body
    1. Enbalming
    2. Bathing, dressing, shaving
    3. Cosmetic work, hairdressing, clothing
  C. Choice of casket
    1. Materials
    2. Price range

IV. Burial Costs
  A. Vault
    1. Material
    2. Lining
  B. Plot
    1. Cost
    2. Grave opening and closing
  C. Marker, gravestone or monument
  D. Recording fee
  E. Mausoleum

V. Procedure After Death

A. Take care of immediate needs of bereaved
B. Contact funeral directors and clergy
C. Notify attorney
D. Get personal data and specific requests or instructions about funeral services or burial
E. Contact news media for obituary
F. Cemetery arrangements
G. Cooperate with funeral director and attorney to get claim forms for insurance, banks, fraternal groups, veterans or military organizations, government offices, etc.
H. Other business and legal matters following funeral

VI. Plan for Death - Advance Financial Arrangements

A. Funeral insurance
B. Prefinanced funerals and burials
C. Social security and veterans funeral benefits
D. Savings account
E. Arranging payment terms
F. Choice of funeral director
G. Memorial societies
    1. Non-profit
    2. Educational
    3. List of reputable societies:
        Contact Continental Association of Funeral and Memorial Societies
        59 E. Van Buren Street
        Chicago IL 60605

VII. Alternatives

A. Donating your body to science
B. Donating organs
C. Freezing the body
D. Cremation instead of burial
E. Memorial service instead of funeral
F. Double depth burial

VIII. Cremation Options

A. Funeral service before cremation
    1. Body present
    2. Casket open or closed
B. Memorial service after cremation
C. Ashes
    1. Scattered - land or sea - depends on state or local laws
    2. Sealed in urn
    3. Columbarium niche in cemetery

IX. Traditional Funeral or Memorial Service - Which?

- A. Religious or psychological value
- B. Economy
- C. No body - emphasis on life
- D. Body - necessary part of grief experience

X. Beware - Death Traps

- A. COD merchandise and nonexistent debts
- B. Robbing house during funeral
- C. Getting what you pay for from funeral director
  - 1. Grievances
  - 2. State Board of Funeral Directors

RESOURCES

A Handbook of Consumer Education - A Guide for Teaching Process and Content. Boyd, Fannie Lee and Stovall, Ruth. Boston: Allyn & Bacon, Inc. 1978

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Sylvia Porter's Money Book. New York: Avon Books. 1976

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

99 Ways to a Simple Lifestyle. Center for Science in the Public Interest. Garden City NY: Anchor Books, Anchor Press/Doubleday. 1977

SHOPPING FOR DRUGS

Suggested Time: 2 - 2 hour sessions

Course Description: This course looks at drugs: over-the-counter and prescription. Topics covered include drug laws, shopping for a drugstore, the doctor's role in prescribing medicine, how to buy drugs, house brands, brand names and generic drugs, Food and Drug Administration and other protective agencies.

Topical Outline:

PRESCRIPTION DRUGS

I. Types of Drugs

A. Brand names
B. House brands
C. Generic drugs
D. Price variations

II. Shopping for a Drugstore

A. Discount or regular
B. Services offered - convenience, credit, delivery, 24-hour service
C. Discounts - Senior Citizens
D. American Association of Retired People (AARP) discount
E. Ask charges ahead

III. Doctor's Role in Prescribing Medicine

A. Influences on the doctor's prescribing habits
  1. Advertising
  2. Promotions by companies
  3. Pharmaceutical sales persons
  4. Physician's Desk Reference
B. Patient's reliance on doctor's judgment
C. Therapeutic equivalents of brand name drugs

IV. Buying Drugs

A. Does insurance cover the cost?
B. Will doctor prescribe therapeutic equivalents?
C. Will doctor give two prescriptions, one for a discount drugstore and one at another store for emergencies?
D. Will doctor prescribe a larger quantity for a drug taken over long period of time?
E. Child-proof containers, if necessary.
F. Use at home
  1. Date drugs; discard old drugs
  2. Follow directions

V. Role of Food and Drug Administration
   A. Regulate
      1. Drug safety
      2. Drug advertising
      3. Product ingredients
      4. Distribution of medicine
   B. Food, Drug and Cosmetic Act
   C. Approved Drug Products List (therapeutic equivalents)

VI. Patent Laws

   A. 17-year patent monopoly
   B. Effect on consumer's drug use

OVER-THE-COUNTER DRUGS

I. Budgeting for Over-the-counter Drugs

II. Shopping for a Drugstore

   A. Supermarkets - more costly brands
   B. Drugstores - house brands
   C. Discount drugstores - often have reasonable prices
   D. Mail-order drugs - questionable

III. Be an Informed Drug Buyer

   A. Wide variations in price
   B. Labels
   C. Open-pricing
   D. Ingredients
   E. Packaging
   F. Expiration date
   G. Child-proof container

IV. What the Pharmacist Should Know

   A. Your condition
   B. Symptoms
   C. Previous illness
   D. Doctor's name
   E. Medication taken
   F. Medical history

V. No-No's

   A. Taking unnecessary medication
   B. Taking drugs that cause dangerous interactions
   C. Taking drugs during pregnancy
   D. Keeping old or expired medicines
   E. Taking someone else's medicine

F. Regular use of over-the-counter drugs
G. Having drugs accessible to children
H. Not reading instructions
I. overdosing

VI. Protection

- A. Government
    - 1. Food and Drug Administration - drug content and handling
    - 2. Federal Trade Commission - advertising of drugs
    - 3. 1962 Drug Amendment
        - a. Over-the-counter drug review for safety and effectiveness
        - b. Generic approach
        - c. Consumer input
        - d. Manufacturer input
- B. American Medical Association
- C. Specialized medical groups
    - 1. American Cancer Society
    - 2. Others

RESOURCES

"Ask Your Pharmacist". Scriptographic Fact Folder. Greenfield MA: Channing L. Bete Company, Inc.

Consumer Survival Kit. Adapted by John Dorfman. New York: Praeger Publishers, Holt, Rinehart & Winston. 1977

Consumerism: Search for the Consumer Interest. Aaker, David A. and Day, George S. New York: The Free Press, 866 Third Avenue, New York NY 10022. 1978

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy, St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

"FDA Drug List: Key to Generic Substitution". FDA Consumer, February 1979, U. S. Department of Health, Education and Welfare, Public Health Service, FDA, Rockville MD 20859. Available from U. S. Government Printing Office, Division of Public Documents, Washington DC 20402. (One-year subscription price - $10.00)

"Progress Report: The OTC Drug Review". FDA Consumer, February 1979, U. S. Department of Health, Education and Welfare, Public Health Service, FDA, Rockville MD 20859. Available from U. S. Government Printing Office, Division of Public Documents, Washington DC 20402. (One-year subscription price - $10.00)

To Buy or Not To Buy. (Teacher Resource Kit) Blau, Melinda E. and Nader, Ralph. New York: Random House. 1975

MAKE YOUR MONEY BEHAVE

(Budgeting)

Suggested Time: 2 - 2 hour sessions

Course Description: This course deals with money and how to make it work for you. Topics covered include: the need for planning, looking at family needs and how to get them, setting up a guide for spending and saving money, making the plan work, warning signs of money trouble.

Topical Outline:

I. Pocketbook Problems - Why Budget?

  A. Too many bills
  B. Too much credit
  C. Not enough money to cover needs and wants
  D. Planning can help

II. The Budget Process

  A. Lifestyles and consumer decisions
    1. Planning lifetime goals
    2. Assets and liabilities
    3. Family life cycle
    4. Family needs and wants
    5. Setting priorities
  B. Estimate income and expenses for current year
    1. Project money needs and wants and target dates
    2. Determine amounts to be set aside for goals
  C. Monthly budget
    1. Estimate income
    2. Estimate fixed expenses
    3. Estimate variable expenses
    4. Determine amount to save
    5. Build in emergency fund
    6. Build in flexibility
    7. Build in economizing feature
    8. Needs vs. wants
  D. Make the plan work
    1. Keep records
    2. Evaluate the plan
    3. Be an informed buyer
    4. Adjust plan as needed
    5. Include family in process

III. Warning Signs of Trouble

  A. Shrinking savings
  B. No knowledge of where money goes or amount owed
  C. No emergency fund

D. Increasing use of credit
E. Making minimum payment on charge accounts
F. Harder to pay bills
G. Reminders of overdue payments
H. Taking out new loans to repay old ones

IV. Help for Money Problems

A. Credit counseling
B. Family

V. Children and Money

A. Teaching children about money
B. Earning money
C. Allowance or handout?

RESOURCES

"A Guide to Budgeting for the Family". U. S. Department of Agriculture, House and Garden Bulletin # 108, Superintendent of Documents, U. S. Government Printing Office, Washington DC 20402. 1976

"A Guide to Budgeting for the Young Couple". U. S. Department of Agriculture, House and Garden Bulletin # 98, Superintendent of Documents, U. S. Government Printing Office, Washington DC 20402. 1977

Buy It Right. Ende, Jean and Earl, Clifford. New York: E. P. Dutton and Company, Inc. 1974

Consumer Education - A Course of Study. Hopkins, Charles. Charleston WV: West Virginia Retailers Association, 906 Nelson Building, Charleston WV 25305. 1969

Consumer Skills. Oppenheim, Irene. Peoria IL: Charles A. Bennett Company, Inc. 1977

Consumer Survival Kit. Adapted by John Dorfman. New York: Praeger Publishers, Holt, Rinehart & Winston. 1977

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

Guide to Personal Finance - A Lifetime Program of Money Management. Third Edition. Stillman, Richard J. Englewood Cliffs NJ: Prentice-Hall. 1979

"Money and Lifestyle". (Teacher Resource Kit) Changing Times Education Service, 1729 H. Street NW, Washington DC 20006.

The American Consumer: Issues and Decisions. Jelley, Herbert M. and Herrmann, Robert O. New York: Gregg Division/McGraw-Hill Book Company. 1973

"You and Your Health Care Dollars". Scriptographic Fact Folder. Greenfield MA: Channing L. Bete Company, Inc. 1977

"138 Ways to Beat the High Cost of Living". Greenfield MA: Channing L. Bete Company, Inc.

SHOPPING THE DISCOUNTS

Suggested Time: 1 - 2 hour session

Course Description: This class looks at the discount stores, their advantages and disadvantages, types and ways to shop them.

Topical Outline:

I. What are Discount Stores?

  A. Chain
  B. Independent
  C. Types
    1. General merchandise
    2. Food
    3. Drugstores
    4. Military

II. Advantages of Discount Stores

  A. Convenient parking facilities
  B. Night shopping
  C. Lower prices on some products

III. Disadvantages of Discount Stores

  A. Fail to display merchandise attractively
  B. Offer few customer services
  C. Limit return privileges
  D. Hire few salespeople
  E. Fail to mark prices on merchandise

IV. When Is A Bargain Not A Bargain?...How To Shop Discounts

  A. Read ads
  B. Ask friends
  C. Compare with other stores
  D. Read instructions and warranties
  E. Be selective
  F. Shop before you need the product
  G. Purchase only good quality merchandise

V. Saving Money on Food-Buying

  A. Warehouse Food Stores
  B. Food Terminals
  C. Cooperative Food Clubs
  D. Buying in bulk from the producer

Consumer Skills. Oppenheim, Irene. Peoria IL: Charles A. Bennett Company, Inc. 1977

Guide to Personal Finance - A Lifetime Program of Money Management. Third Edition Stillman, Richard J. Englewood Cliffs NJ: Prentice-Hall. 1979

Sylvia Porter's Money Book. New York: Avon Books. 1976

GETTING A GOOD DOCTOR OR LAWYER

Suggested Time: 1 - 2 hour session

Course Description: This class deals with choosing a lawyer or doctor - what to find out about them, where to look for them, and what to do with them when you get them.

Topical Outline:

I. How To Find A Lawyer or Doctor

- A. Ask business acquaintances, friends, relatives, neighbors
- B. National listings available in libraries
- C. Lawyer referral service from the bar association
- D. Legal Aid Society for low-income, public defender, or medical clinics for low-income
- E. American Medical Association
- F. Recommendations from former physicians

II. What To Ask the Lawyer or Doctor

- A. Background
- B. Schooling
- C. Lawyer - kinds of services provided, other lawyers consulted
- D. Doctor - kinds of services provided
- E. Fees - how much and how paid
- F. Look for cooperation, answers to questions, talking in layman's terms

III. Where Are They?

- A. Independent practice
- B. Group medical
- C. Group legal services - prepaid annually

IV. What To Do With Them Once You've Got Them

- A. Keep appointments on time
- B. Use only when needed
- C. Write down all your questions and save for visits
- D. Be frank about what you expect of them
- E. Respect their knowledge and abilities

RESOURCES

"Money and Lifestyle". (Teacher Resource Kit) Changing Times Education Service, 1729 H Street NW, Washington DC 20006

The American Consumer: Issues and Decisions. Jelley, Herbert M. and Herrmann, Robert O. New York: Gregg Division/McGraw Hill-Book Company. 1973

To Buy or Not to Buy. (Teacher Resource Kit) Blau, Melinda E. and Nader, Ralph. New York: Random House. 1975

MONEY MATTERS

Suggested Time: 10 - 2 hour sessions

Course Description: This course deals with money matters that affect the consumer during his/her lifetime. They include: wills, trusts and estates, retirement planning, axes, life insurance, health insurance, homeowners insurance, car insurance and social insurance.

Topical Outline:

WILLS, TRUSTS AND ESTATES

I. Need for Estate Planning

- A. Property transfer at death
  - 1. Intestate succession
  - 2. Beneficiary designations
  - 3. Trusts
  - 4. Survivorship
  - 5. Wills

II. Wills

- A. Writing a will
- B. Ingredients of a will
- C. Should a wife have a will?
- D. Do-it yourself will
- E. Disinheriting family members
- F. Revising a will
- G. Jointly owned property

III. Trusts

- A. Types
  - 1. Living
  - 2. Testamentary
  - 3. Life insurance
- B. Cost of trust management
- C. Advantages of a trust

IV. The Probate Process

- A. The general process
  - 1. Estate at death
  - 2. Probate
  - 3. Distribution of estate
- B. Parties involved in probate
  - 1. Creditors
  - 2. Government

3. Heirs
4. Third parties

C. Typical probate
    1. Petition court
    2. Appoint executor
    3. Inventory of estate
    4. Notify creditors
    5. Determine heirs
    6. Pay creditors and taxes
    7. Distribute estate

V. Probate Problems

A. Lack of a will
    1. Intestate succession
    2. Wishes of deceased
    3. Dealing with minor children

B. Estate shrinkage
    1. Death taxes
    2. Marital deduction
    3. Administrative costs

C. Legal factors
    1. Joint tenancy
    2. Living trusts
    3. Letter of last instruction
    4. Trust for kids
    5. Inheritance taxes
    6. Problems of medium-sized estates

VI. Saving Money on Dying

A. Pre-planning

B. Get legal help with planning and avoiding taxes (not evading)

C. Review annually

RETIREMENT

I. Planning Is Important

A. Retirement plans
    1. IRA
    2. Keogh

B. Income from pensions

C. Investment income

D. Social security

E. Other income

II. Mandatory Retirement

III. Financial aspects of Retirement

A. Relocation costs

B. Retirement housing costs

C. Anticipated medical expenses

D. Cost of dying
E. Planning for living on a fixed income

RESOURCES

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

Guide to Personal Finance - A Lifetime Program of Money Management. Third Edition Stillman, Richard J. Englewood Cliffs NJ: Prentice-Hall. 1979

Sylvia Porter's Money Book. New York: Avon Books. 1976

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

TAXES

I. Taxes are Inevitable

- A. Property tax
  1. Real estate
  2. Personal
- B. Sales tax
- C. Estate taxes
- D. Income taxes
- E. Other taxes

II. Income Taxes

- A. Federal
  1. Who must file?
  2. Preparing your returns
  3. Joint returns
  4. Deductions
  5. Know regulations
  6. What to report
  7. How to avoid taxes legally
  8. Computing taxes due
  9. Estimated taxes
- B. State and local income tax

III. Saving Tax Dollars

- A. Reducing gross taxable income
  1. Tax-free income
  2. Tax shelters
- B. Increasing deductions
  1. Itemizing or standard?
  2. Special deductions
- C. Tax credits
  1. Excess FICA
  2. Fuel tax
  3. Retirement income tax
  4. Others

IV. Tax Audits

- A. Audit procedures
- B. Recourse of taxpayer

RESOURCES

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

Guide to Personal Finance - A Lifetime Program of Money Management. Third Edition Stillman, Richard J. Englewood Cliffs NJ: Prentice-Hall. 1979

INSURANCE

I. What Is Insurance?

- A. Protection against loss
- B. Law of large numbers
- C. Insurer
- D. Underwriter
- E. Actuary
- F. Insured
- G. Contract

II. Major Categories of Insurance

- A. Private
    - 1. Life
    - 2. Property
- B. Government
    - 1. Required
    - 2. Optional

III. Types of Insurance Companies

- A. Mutual
- B. Stock
- C. Reciprocal
- D. Health Association
- E. Syndicate
- F. Captive Insurance companies

IV. What's In A Policy?

- A. Section I - Specified Coverage
- B. Section II - General Provisions

V. Guidelines for Buying Insurance

- A. Learn insurance principles
- B. Plan a sound insurance program
- C. Shop among reputable firms for best price and desired coverage
- D. Buy only amount needed
- E. Review needs annually; make needed changes
- F. Don't be insurance-poor
- G. Beware high-risk coverage
- H. Read and understand contract before accepting

LIFE INSURANCE

I. Life Insurance Planning

- A. Value of human life
- B. Impact of death on family
- C. Amount of insurance needed
- D. Function of agents

II. Cost of Insurance

A. Premium
B. Cash value
C. Dividends
D. Contract elements
  1. Double indemnity
  2. Waiver of premium

III. Policy Types

A. Ordinary Life
B. Fixed-Payment Life
C. Endowment
D. Term
E. Special policies
F. Adjustable Life
G. Group Life Insurance
  1. Industrial Life insurance
  2. Credit Life insurance
  3. Variable Life insurance
  4. Veterans Insurance

IV. Annuities

A. Group or individual...
B. Variable or fixed...
C. When to buy annuities

V. Pension Plans

A. Private
B. Public
C. Selection

CAR INSURANCE

I. Types of Car Insurance Companies

A. Stock
B. Mutual

II. What Is No-Fault Insurance?

III. Coverages

A. Liability
  1. Bodily injury
  2. Property damage
B. Medical coverage
C. Comprehensive
D. Collision

E. Towing and Labor
F. Ininsured motorist coverage

IV Cutting Costs on Rates

A. Accident-free driving record
B. Two-or-more-cars discount
C. Good student discount
D. Driver education discount
E. Deductible clause
F. List car use properly
G. Careful shopping

HOMEOWNERS INSURANCE

I. Basics of Homeowners Insurance

II. Policy Coverages

A. Property coverages
  1. Setting policy limits -perils insured against
  2. Coinsurance
B. Liability coverages
  1. Personal liability
  2. Medical payments
  3. Supplementary coverages
C. Tenant's or renter's insurance
  1. Personal property coverage
  2. Liability coverage
D. Mobile home insurance
E. Condominium insurance

III. Shopping for insurance

A. Price comparison
B. Service of the agent
C. Service of the company
D. Direct-mail selling

HEALTH INSURANCE

I. Medical Expense Coverage

A. Basic policies
  1. Basic medical
    a. Hospital expenses
    b. Surgical expenses
  2. Major medical
  3. Comprehensive medical
B. Sources of medical expense coverage
  1. Group plans
  2. Individual plans
  3. Government plans
    a. Medicare
    b. Medicaid
  4. Health Maintenance Organizations

- C. Analyzing medical expense insurance
    - 1. Benefit schedule vs. service contract
    - 2. Exclusions
    - 3. Deductible
    - 4. Coinsurance
    - 5. Limits of coverage

II. Disability Income Coverage

- A. Basic sources
    - 1. Sick leave
    - 2. Workmens Compensation
    - 3. Waiver of premium
    - 4. OAHSDI (Social Security)
    - 5. Income Continuation Insurance
- B. Analyzing disability income coverage
    - 1. Definition of disability
    - 2. Gaps in coverage
    - 3. Amount of protection provided

III. Personal Health Planning

- A. Basic health plan factors
- B. Ways to waste your medical dollar

SOCIAL INSURANCE

I. Nature of Social Insurance

- A. Nature of social insurance
    - 1. Basic characteristics
    - 2. Social insurance vs. private insurance
- B. Existing programs
    - 1. Property coverages
        - a. National Flood Insurance
        - b. Federal Crop Insurance
        - c. FAIR plans
        - d. FIA plans
    - 2. Personal coverages
        - a. Workmens Compensation
        - b. Unemployment insurance
        - c. OASDHI (Social Security)

II. OASDHI (Social Security)

- A. Background
- B. Benefits
    - 1. Retirement
    - 2. Survivors
    - 3. Disability
    - 4. Dependents
    - 5. Hospital expenses
- C. Qualifying for OASDHI

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    D. Financing OASDHI
    E. Estimating benefits

III. Proposals for National Health Insurance

WEST VIRGINIA INSURANCE DEPARTMENT

I. How Does the West Virginia Insurance Department Protect Consumers?

    A. License agents and companies
    B. Supervise companies
    C. Regulate rates

RESOURCES

"A Family Guide to Property and Liability Insurance". Insurance Information Institute, 110 William Street, New York NY 10038. 1976

Buy It Right. Ende, Jean and Earl, Clifford. New York: E. P. Dutton and Company, Inc. 1974

"Choices and Decisions: Becoming A Wise Consumer". (Teacher Resource Kit) American Council of Life Insurance/Health Insurance Institute, 1850 K. Street NW, Washington DC 90406.

Consumer Education - A Course of Study. Hopkins, Charles. Charleston WV: West Virginia Retailers Association, 906 Nelson Building, Charleston WV 25305. 1969

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

Forms in Your Future. Goltry, M. Learning Trends, Globe Book Company, Inc., 175 Fifth Avenue NY 10010. (Has 24 forms)

Health and Homeowners Insurance. (Learning Activity Package) Seattle WA: Unigraph, P. O. Box 24287, Seattle WA 98124.

"Insurance for the Home". Insurance Information Institute, 110 William Street, New York NY 10038.

Life Insurance. (Learning Activity Package) Seattle WA: Unigraph, P. O. Box 24287, Seattle WA 98124.

Life Insurance Fact Book. (Annual Publication) American Council of Life Insurance/Health Insurance Institute, 1850 K. Street NW, Washington DC 90406.

Sylvia Porter's Money Book. New York: Avon Books. 1976

The American Consumer: Issues and Decisions. Jelley, Herbert M. and Herrmann, Robert O. New York: Gregg Division/McGraw-Hill Book Company. 1973

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

SURVIVE THE SERVICE STATION

Suggested Time: 3 - 2 hour sessions

Course Description: This course looks at costs of operating a car - gas, tires, repairs and maintenance. Topics include planning for these costs, how to cut costs, gas grades and octane ratings, gas and pollution, tire ratings, how to buy tires, how to care for tires, how to keep the car in good repair, and repair gyps to look out for.

Topical Outline:

GAS

I. Don't Be Caught - Allow for Gas in the Budget

II. Cutting Costs

- A. Use the correct grade and octane
- B. Self-service gas
- C. Discount stations
- D. Smaller car
- E. Correct gas-guzzling driving habits
- F. Keep car in good repair

III. Gas Grades

- A. Price differences
- B. EPA regulations and gas grades
- C. Prices advertised by gas stations
- D. Octane rating and engine knocking
- E. Choosing the right gas and dealer for your car

IV. Why New Cars Get Poorer Gas Mileage

- A. Added weight
- B. Air conditioning
- C. Emission controls

V. Oil Company Pressures on Service Station Dealers

- A. Bargaining on rent - counseling
- B. Tying

VI. Price Controls and Deregulation

VII. Gasohol as an Alternative

- A. Advantages
- B. Problems

TIRES

I. Budgeting

II. Buying Rules

- A. Read car instruction book
- B. Visit several outlets
- C. Compare prices and quality grades
- D. Buy from a reputable dealer
- E. Look for legitimate tire sales
- F. Price and warranty comparisons
- G. Compare tire mounting fees

III. Uniform Tire Quality

- A. National Traffic and Motor Vehicle Safety Act of 1966
  - 1. Uniform tire quality grading
    - a. Bias ply
    - b. Bias-belted
    - c. Radial
  - 2. What the grades mean
    - a. Treadwear
    - b. Traction
    - c. Temperature resistance
  - 3. How to use the grades when choosing tires
- B. Types of tires to consider
  - 1. Retreads
  - 2. Snow tires
  - 3. Studded tires
  - 4. Tubes or tubeless
  - 5. Size
  - 6. Ply
  - 7. Cord material
  - 8. Blemished tires - DOT marking

IV. Factors to Consider in Choosing Tires:

- A. Type of car
- B. High or low-speed driving habits
- C. Type of roads
- D. Type of loads
- E. Number of miles driven annually
- F. Starting, stopping and cornering habits

V. Let the Buyer Beware!

- A. Extravagant claims
- B. Misleading bargains
- C. Fictitious price cuts
- D. Failure to register name, address and tire ID

VI. Take Care of Your Tires

A. Read warranty and instruction book; follow recommendations
B. Maintain proper inflation
   1. Gas economy
   2. Longer life
   3. Safer driving
C. Alignment
D. Balance tires
E. Periodic rotation
F. Never mix types of tires
G. Check tire tread
H. Drive moderately
I. Learn to change tires
J. Wear indicators

REPAIRS AND MAINTENANCE

I. Plan for Repairs and Maintenance in Budget

A. After 20,000 miles - repairs
B. After 50,000 miles - major repairs

II. The Great Auto Repair Fraud

A. At home
   1. Improperly done repairs
   2. Incompetent service
   3. Unnecessary repairs
B. On a trip protection
   1. Be aware
   2. Stop early at warning signals
   3. Allow emergency money
   4. Better Business Bureau
   5. Auto Clubs
   6. Independent Garage Owners of America Repair Shops

III. Maintenance for Better Mileage and Peroormance

A. Periodic checks
   1. Filter
   2. Spark plugs
   3. Automatic choke
   4. Carburetor
   5. Oil engine
   6. Tires
   7. Battery
   8. Oil
   9. Appearance

IV. Getting Repairs Done

- A. Beforehand
  - 1. Verbal estimates on specific repairs
  - 2. Word-of-mouth advertising
  - 3. Local mechanic with repeat business
  - 4. National Institute of Automotive Service Excellence - Mechanic Certificates
  - 5. Choose a reputable repair shop
    - a. Dealer
    - b. Service station
    - c. Independent mechanic
    - d. Specialty shop
  - 6. Beware of flat rates
  - 7. Avoid shops with shop materials charge and actual time charge
  - 8. For major repairs - check out rebuilt engines
  - 9. Schedule when shop is least busy
  - 10. Shop before you need repairs
- B. During repairs
  - 1. Work ticket with problems listed
  - 2. Promises in writing
  - 3. Written estimate and detailed invoice
  - 4. Insist on approving charges beyond estimated bill
  - 5. Never sign a blank repair order
  - 6. Length of time repairs will take
- C. After repairs
  - 1. Check bill
  - 2. Test-drive car
  - 3. Keep copies of all repair orders

V. Do-It-Yourself To Save Money

- A. Routine maintenance
- B. Auto repair course
- C. Do-it-yourself auto service centers
- D. Emergency repairs

VI. Grievances

- A. Complain to repair shop - person in authority
- B. Local or state consumer protection agency

RESOURCES

"A New Way to Compare Tires". Consumer Reports. April 1979, Vol. 44, #4 Mt. Vernon NY: Consumers Union of United States, Inc. Order from Consumer Reports, P. O. Box 1000, Orangeburg NY 10962.

"A Woman's Guide to Emergency Repairs". *Family Circle Magazine*, 488 Madison Avenue, New York NY 10022. April 1974

Consumer Survival Kit. Adapted by John Dorfman. New York: Praeger Publishers, Holt, Rinehart & Winston. 1977

Guide to Personal Finance - A Lifetime Program of Money Management. Third Edition Stillman, Richard J. Englewood Cliffs NJ: Prentice-Hall. 1979

"How Fair Are Repair Costs?" Consumer Reports. April 1979, Vol. 44, #4. Mt. Vernon NY: Consumers Union of United States, Inc. Order from Consumer Reports, P. O. Box 1000, Orangeburg NY 10962.

Sylvia Porter's Money Book. New York: Avon Books. 1976

"The Great Gasoline Gouge". Consumer Reports. April 1979, Vol. 44, #4. Mt. Vernon NY: Consumers Union of United States, Inc. Order from Consumer Reports, P. O. Box 1000, Orangeburg NY 10962.

LETTING YOUR MONEY WORK FOR YOU

Suggested Time: 5 - 2 hour sessions

Course Description: This course deals with ways of investing money. Topics covered include: bonds, stocks, understanding the stock market, cash reserves, short-term securities, investment companies, real estate investments, commodities, and other types of investment.

Topical Outline:

- I. Basics of Investment

  - A. Capital
  - B. Return on capital
    - 1. Interest
    - 2. Dividends
    - 3. Profits
    - 4. Capital gains
  - C. Proprietary investments
  - D. Non-proprietary investments

- II. Bonds

  - A. U. S. Government Securities
    - 1. Non-negotiable
      - a. Series E
      - b. Series H
    - 2. Marketable
      - a. Treasury bonds
      - b. Treasury notes
  - B. State and municipal securities
  - C. Corporate bonds
  - D. Convertible bonds
  - E. Bond ratings
    - 1. Standard and Poors
    - 2. Moodys
  - F. How to select bonds
    - 1. Safety
    - 2. Fair interest return

- III. Stocks

  - A. Types
    - 1. Common
    - 2. Preferred
  - B. Brokerage firms
    - 1. Selecting a broker
    - 2. Opening an account
    - 3. Random Walk Theory
  - C. Buying
    - 1. In sufficient quantities
    - 2. Figure all costs
    - 3. Choose quality growth issues

D. The Stock Investment Process - Understanding the Market
1. Averages and indexes
a. New York Stock Exchange
b. American Stock Exchange
c. Dow-Jones Stock Averages
d. Standard & Poors Stock Averages
2. Rates
a. Negotiated
b. Fixed commission
c. Over-counter costs
3. Buying and selling
a. Dividend payments
b. Capital gains potential
c. Speculation
d. Buying stocks on margin
e. Investment portfolio
f. Bull and bear markets
g. Selling short and buying long
h. Puts and calls
i. Plain and fancy

IV. Cash Reserves

V. Banks

A. Multiple investment services
B. FDIC
C. Federal Reserve System

VI. Savings and Loan Associations

A. Charter
B. Insurance
C. Dividends

VII. Credit Unions

A. Purpose
B. Voting shares

VIII. Money Market - Short-Term Securities

A. U. S. Treasury Bills
B. U. S. Government Issues
C. Bankers' Acceptances
D. Commercial Paper

IX. Investment Companies

A. Open-end companies
1. Mutual funds
a. Capital structure
b. Purchase costs
c. Income and capital gains
d. Annual charges

B. Closed-end companies
    1. Capitalization
    2. Leverage
C. **Buying from investment companies**
    1. Study thoroughly
    2. Select a company that meets your objectives

X. Real Estate

A. Raw land
B. Property
    1. Leverage
    2. Diversification
    3. Appraisal
        a. Location
        b. Condition
        c. Allowances
C. Income sources
    1. Rentals
    2. Appreciation
D. Effect of energy shortage on real estate
E. Indirect Equity through real estate firms
    1. Real estate trusts
    2. Real estate companies
    3. Real estate syndicates
F. Where are the bargains?
    1. Advantages of buying real estate
    2. Disadvantages of buying real estate

XI. Other investments

A. Coins
B. Stamps
C. Rare books
D. Diamonds
E. Art
F. Antiques
G. Prints
H. Antique cars

XII. Commodities

A. **Commodities Futures Markets**
B. How the markets work
    1. Basic rules for trading
    2. Hedging
    3. Risks and rewards
    4. Factors influencing prices
    5. Exchanges

XIII. Approaches to Investment

- A. Risk and return
    - 1. Bond defaults
    - 2. Low profits and dividends
    - 3. Risk of price changes
- B. The investment pyramid

RESOURCES

A Handbook of Consumer Education - A Guide for Teaching Process and Content. Boyd, Fannie Lee and Stovall, Ruth. Boston: Allyn & Bacon, Inc. 1978

Consumer Education - A Course of Study. Hopkins, Charles. Charleston WV: West Virginia Retailers Association, 906 Nelson Building, Charleston WV 25305. 1969

Economic Issues for Consumers. Second Edition. Miller, Roger Leroy. St. Paul MN: West Publishing Company, 50 West Kellogg Boulevard, P. O. Box 3526, St. Paul, Minnesota 55165. 1978

How To Buy Stocks. Engel, Louis. Bantam Books, Little, Brown and Company, 34 Beacon Street, Boston 02106. 1971

Sylvia Porter's Money Book. New York: Avon Books. 1976

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

The Only Investment Guide you'll Ever Need. Tobias, Andrew. Bantam Books, Harcourt Brace Jovanovich, Inc., 757 Third Avenue, New York NY 10017. 1978

"You and Your Savings and Investment Dollars". Scriptographic Fact Folder. Greenfield MA: Channing L. Bete Company, Inc.

MAKING THE MOST OF YOUR MONEY

Suggested Time: 1 - 2 hour session

Course Description: This class looks at factors that go into managing money: balancing income and expenditures, where the money goes, principles of wise buying and how to plan the best use of money.

Topical Outline:

I. Control Your Money...Don't Let It Control You

- A. Plan, plan, plan
  - 1. Needs, wants and priorities
  - 2. Budgeting income and outgo
  - 3. Recordkeeping
  - 4. Altering plans as needed
- B. Know, know, know
  - 1. Learn about ways to spend or save money
  - 2. Be an informed shopper
  - 3. Select wisely
  - 4. Include the family
- C. Where does the money go?
  - 1. Keep track
  - 2. Does it go where you want it to go?

II. Starting Out...Consumer Survival

- A. Where the money goes
  - 1. Food
  - 2. Clothing
  - 3. Housing and maintenance
  - 4. Furnishings
  - 5. Car
  - 6. Taxes
  - 7. Health care
  - 8. Insurance
  - 9. Savings and investment
  - 10. Recreation
  - 11. Education
  - 12. Other
- B. Allocate realistically the amount for each category
- C. Include in your planning
  - 1. Cost of credit if you borrow
  - 2. Your goals, values and priorities
  - 3. Savings and investments
  - 4. Emergency fund
  - 5. Inflation
  - 6. Tomorrow's world and how it will affect your money

III. Principles of Wise Buying

A. Determine your situation and needs
B. Plan a purchasing program
C. Anticipate opportunities for special purchases
D. Know when and where to shop
E. What to look for in a product
    1. Price
    2. Tried and true brand
    3. Label information
    4. Construction and workmanship
    5. Guarantees and warranties

RESOURCES

Buy It Right. Ende, Jean and Earl, Clifford. New York: E. P. Dutton and Company, Inc. 1974

"Caveat! Consumer Education in Action". (Teacher Resource Kit) Created by C. Richard Hatch Associates. New York: J. B. Lippincott Company. 1974

"Consumer Education Part II: Managing Your Money". (Teacher Resource Kit) Teaching Resources Films, Education Service of the New York Times, New York NY. 1974

"Making The Most Of Your Money - Lessons in Consumer Education for Adults". Education Services, American Council of Life Insurance, 277 Park Avenue, New York, NY 10017. 1977

"National Consumer Buying Alert". (Monthly) The White House, Office of the Special Assistant for Consumer Affairs, Washington DC. Free

The American Consumer: Issues and Decisions. Jelley, Herbert M. and Herrmann, Robert O. New York: Gregg Division/McGraw-Hill Book Company. 1973

The Consumer Survival Book: How to Fight Inflation. Bittinger, Marvin L. Barrons Educational Series, Inc. Woodbury NY. 1976

SAVE MONEY: MANAGE YOUR ENERGY

Suggested Time: 5 - 2 hour sessions

Course Description: This class deals with the energy crisis and what people can do to cut down on energy use to save money. It includes an overview of the energy situation now and in the future. It looks at how home design and construction affect energy use. The class looks at ways to cut down on the amount of energy used at home. Saving energy in appliances and other equipment is covered. The role of utilities and the government in the energy situation is considered.

Topical Outline:

I. Saving Energy and Money
  A. What is energy?
    1. Human
    2. Non-human
  B. Energy sources and a look at the past, present and future
    1. Renewable
      a. Solar
      b. Geothermal
      c. Wind
      d. Tides
      e. Wood
      f. Hydro
      g. Nuclear fusion and fission
      h. Biomass
    2. Non-renewable
      a. Coal
      b. Natural gas
      c. Oil
      d. Uranium
  C. Why save energy?
    1. Social reasons
      a. Resources available
      b. Environmental pollution
      c. Population, growth and land factors
      d. Economic growth
    2. Reduce utility bills
    3. For future generations
  D. Government and its role
    1. Legislation - has it been effective?
    2. Administration - has it been effective?
    3. What you can do to influence your government
  E. Understanding the utilities
    1. Reading meters
    2. Rates and regulations
    3. Billing methods
    4. Getting along with your utilities

II. Personal Use of Energy

- A. Home design and construction
  - 1. Outside
    - a. Sun
    - b. Wind
    - c. Landscaping
    - d. Placement on lot
  - 2. House construction
    - a. Shape
    - b. Size
    - c. Windows
    - d. Doors
    - e. Lighting
    - f. Fireplace
  - 3. Inside
    - a. Lighting
    - b. Color
    - c. Materials
    - d. Window treatments
    - e. Furniture
- B. Cutting energy usage
  - 1. Heating and cooling
    - a. Principles of heat transfer
    - b. Heating and cooling systems
    - c. Maintaining systems
    - d. Retrofitting - insulation, weatherstripping, caulking storm doors and windows
  - 2. Household equipment
    - a. Utensils
    - b. Large and small appliances
  - 3. Other energy-saving techniques

RESOURCES

Builders Guide to Energy Conservation. National Association of Home Builders, 1625 L Street NW, Washington DC 20036.

Complete Energy-Saving Home Improvement Guide, West Virginia Fuel and Energy Office, 1252 1/2 Greenbrier Street, Charleston WV 25311.

Energy Conservation in the Home. U. S. Department of Energy and University of Tennessee, Knoxville TN. 1977

Energy, Ecology, Economics. Philadelphia: Sears Roebuck and Company. 1978

Energy 1978. Working Papers - Energy Management Project, Dr. Sharon Redick, Director, Home Economics Education, Department of Family Resources, West Virginia University, Morgantown WV 26506. (Project partially funded by Title I - HEA 65) 1978

Growth and Its Implications for the Future. Gray, Elizabeth Dodson, et. al.
Bramford CT: The Dinosaur Press. 1975

Fact Sheets: West Virginia University Cooperative Extension Service:

HO-1.0	Fireplaces
HO-5.0	Domestic Warm Air Furnaces
HO-5.1	Forced Circulation Heating Systems
HO-6.0	Air Conditioning Troubles
HO-9.0	Home Energy Conservation
HO-9.1	Weatherstripping
HO-9.2	Installing Loose-fill Insulation
HO-9.3	Selecting Sealants for Weatherstripping
HO-9.5	Heating with Less Energy
HO-9.6	Building and Remodeling to Save Energy
HO-9.7	Lighting Tips for Energy Conservation
HO-9.8	Landscaping to Conserve Energy
#521	The Why, What and How of Home Insulation

Home Energy-Savers Workbook, Federal Energy Administration, Washington DC. 1977

How A Bill Becomes A Law To Conserve Energy. U. S. Department of Energy.
Washington DC. 1977

"Our Energy Problems and Solutions". Energy Conservation Research, Birch Road,
Malvern PA 19355. 1977

Project Retrotech: Home Weatherization Manual. Federal Energy Administration,
Washington DC 20461.

Public Service Commission Regulations Handbook for the State of West Virginia.
Public Service Commission, Charleston WV.

YOUR KID - THE TEENAGE CONSUMER

Suggested Time: 2 - 2 hour sessions

Course Description: This course looks at teenagers and the way they handle money. Topics covered include: ways in which industry caters to teens, ways in which teens get money and spend it, decisions teens make, how teens can plan to get their money's worth, danger signals to poor money management, and how parents should train children to manage money.

Topical Outline:

I. Teenage Buying Power

II. Commercial Exploitation of Teen Consumers

  A. Youth-oriented advertising
  B. Easy credit
  C. Peer group pressure

III. Ways and Means - How Teens Get Money

  A. Allowances
  B. Handouts
  C. Working
  D. Gifts - money
  E. Interest from savings
  F. Finding money
  G. Stealing

IV. The Fine Art of Paymanship - How Teens Pay for Products and Services

  A. Cash
  B. Check
  C. Money Order
  D. Credit
    1. Layaway
    2. Charge
    3. Installment Plan
    4. Personal Loans
    5. Credit ratings for teens

V. Getting Your Money's Worth - Planning and Budgeting

  A. Keeping records
  B. Set goals
    1. Values
    2. Needs
    3. Wants

C. Plan ahead
D. Allocate income to cover expenses and savings
E. Control plans
F. Savings
    1. Fixed - for long-term goals and emergencies
    2. Flexible - for special goals and events

VI. Decisions for Teens

A. Buy a Car?
    1. Cost of purchase
    2. Gas costs
    3. Maintenance
    4. Tires
    5. Insurance
    6. License Fees
    7. Depreciation
    8. Repair costs
B. Dating - budget dating
C. Giving gifts
D. Dressing well on a budget
E. How much to save?
F. How much is my share of family chores? Pay or no pay?
G. How much can I spend for what I want?

VII. Danger Signals - Money Problems Ahead

A. Running short often
B. Spending too fast
C. Spending unwisely
D. Lose money easily
E. Forget to plan ahead for needs and wants

VIII. Parent's Responsibilities in Money Training

A. Set an example
B. Include teens in money matters
C. Child responsibility for own money
D. Encourage teens to earn money outside the home
E. Exhibit mature attitudes about money
F. Teach teens how to plan and how to buy

RESOURCES

Making the Most of Your Money. Kruger, Paula. Educational Activities, Freeport NY 11520

Money and Kids. Lee, Mary Price. Philadelphia: The Westminster Press. 1973

"Teen Dollars and Sense". *Home Economics Meets the Challenge*, Vol. 3, West Virginia Department of Education, Bureau of Vocational, Technical and Adult Education, Charleston WV 25305.

The Consumer in American Society - Personal and Family Finance. Troelstrup, Arch W. New York: McGraw-Hill Book Company. 1974

Young Teens and Money. Beery, Mary. New York: McGraw-Hill Book Company. 1971

BEGINNING SEWING

Suggested time: Six 2-hour sessions

Course Description: This course will cover the basic terms and construction techniques in learning how to sew a simple garment.

Topical Outline:

I. Sewing equipment
    A. Selection
    B. Maintenance
    C. Safe Practices
    D. Storage and maintenance
    E. Proper care
    F. Performance and use
    G. Cost

II. Proper use of tools
    A. Scissors
    B. Pins
    C. Seam ripper
    D. Needles
    E. Thimble
    F. Ruler
    G. Tape measure
    H. Tacket
    I. Seam gauge
    J. Hem gauge
    K. Point presser
    L. Seam roll
    M. Sleeve board
    N. Pinking shears
    O. Tracing paper
    P. Tracing wheel
    Q. Pressing cloth
    R. Embroidery hoop
    S. Cutting sheers
    T. Tailor's chalk

III. Observance of safety rules
    A. Pins and pin cushion
    B. Scissors
    C. Electric outlet and iron
    D. Machine turned off

IV. Sewing machine principle parts
    A. Hand wheel
    B. Bobbin winder
    C. Stitch regulator

- D. Spool pin
- E. Take-up lever
- F. Needle thread tension
- G. Pressure bar lifter
- H. Presser foot
- I. Throat plate
- J. Feed dog
- K. Needle
- L. Slide plate

V. Explanation of construction, terms and pattern guide sheet
- A. Reading and interpreting a pattern
- B. Variations of fabrics
  1. Design
  2. Blends
  3. Construction

VI. Develop skills in construction techniques
- A. Sitting up straight
- B. Keeping feet flat on floor and under the table
- C. Use a thimble
- D. Have equipment within reach
- E. Keep pattern and fabric folded neatly
- F. Fabric preparation
- G. Placing pattern on fabric
- H. Cutting and marking
- I. Staystitching
- J. Basting
- K. Shaping
  1. Curved seams
  2. Darts
  3. Tucks
  4. Pleats
  5. Gathers
- L. Seams
  1. Plain
  2. Enclosed
  3. Curved
  4. Corner
  5. Lapped
  6. Flat felled
  7. French
- M. Zippers
- N. Finishes
  1. Hems
  2. Facings
  3. Waistband
  4. Fasteners
  5. Collar
- O. Fitting
- P. Pressing

VII. Garment evaluation
   A. Appearance
   B. Pressing
   C. Fit of
   D. Accurate stitching
   E. Seams finished properly
   F. Closure

VIII. Laundry and drycleaning procedures varies with
   A. Fiber of garment
   B. Fabric of garment
   C. Finish of garment
   D. Construction of garment

IX. Maintenance procedures
   A. Pressing
   B. Laundry
   C. Stain removal
   D. Hanging
   E. Brushing and airing
   F. Seasonal care and storage

RESOURCES

BOOKS

Blake, Charlotte. *Competency-Based Curriculum for Clothing Service Production Sewing*. Ripley, West Virginia: West Virginia Vocational Curriculum Laboratory.

Burns, Marjorie Arch and Edna Bryte Bishop. *Super Sewing: The New Bishop/Arch Book*. Philadelphia, Pennsylvania: J. B. Lippincott, 1974.

Coats and Clark's Sewing Book: Newest Methods A to Z (new edition). New York, New York: Western Publishing Company, 1976.

Cunningham, Gladys. *The Singer Sewing Book*. Elizabeth, New Jersey: The Singer Company, 321 First Street.

Dunn, Lucille, Annette Bailey and Wanda Vansickle. *Steps in Clothing Skills*. Peoria, Illinois: Charles A. Bennett Company, 1970.

Funari, Mary. *Learning to Sew: Part I*. New Brunswick, New Jersey 08903: Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Campus, 1974.

Gawne, Eleanor Jerner and Bess V. Oerke. *Dress*. Peoria, Illinois: Charles A. Bennett Company, 1975.

Hillinger, Yvonne. *The Art of Sewing*. New Brunswick, New Jersey 08903: Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Campus, 1974.

Kelly, Patricia Smith, Ph.D. *Clothing and Textiles*. New Hampshire: New Hampshire State Department of Education, Division of Vocational-Technical Education, Home Economics Section.

Krinke, Dolores. *The Feminine Art of Sewing Lingerie*. St. Paul, Minnesota 55114: 833 Raymond Avenue.

Liddell, Louise A. *Clothes and Your Appearance*. South Holland, Illinois: The Goodhear-Willcox Company, Inc., 1977.

Martensson, Kerstein. *It's Easy to Sew Lingerie*. Minneapolis, Minnesota: Knit-Kits, Inc., 216 Third Avenue North.

Middle School-Junior High Co-Educational Mini Units in Home Economics. White Bear Lake, Minnesota 55110: Minnesota Instructional Materials Center, 3300 Century Avenue North.

RESOURCES (Continued)

PAMPHLETS

All About Laundering. St. Louis, Missouri: Monsanto Chemical Company, Consumer Education Department.

All About Home Laundering. Pittsburgh, Pennsylvania: Rudd Manufacturing Company.

Elementary Pattern Adjustments. Niles, Michigan 66502: McCall Pattern Company, Education Department, P.O. Box 9119.

Hems (Revised). Stamford, Connecticut 06902: Coats and Clark, Inc., Educational Bureau, 72 Cummings Point Road.

How To Choose the Right Thread. Toccoa, Georgia 30577: Coats and Clark, Inc.

How To Hem A Skirt. Toccoa, Georgia 30577: Coast and Clark, Inc.

How To Sew With Elastic. New York, New York 10036: Stevens Coltan Elastic, 1185 Avenue of the Americas.

Know Your Fabrics, Fibers and Finishes. Chicago, Illinois 60680: Montgomery Ward, 1972.

Learn Your Laundry Lessons the Easy Way. Los Angeles, California 90075: U.S. Borax, Consumer Affairs Department, P.O. Box 75128.

Learning About Laundering. Cincinnati, Ohio 45214: Proctor and Gamble Company, P.O. Box 14009, 1977.

Sew in Your Zippers 1-2-3! Stamford, Connecticut 06902: Coats and Clark, Inc., Educational Bureau, 72 Cummings Point Road.

Sewing Today's Fabrics I (PE 1808). Toccoa, Georgia 30577: Coats and Clark, Inc.

Sewing Today's Fabrics II (PE 1840). Toccoa, Georgia 30577: Coats & Clark, Inc.

Talon Make It. New York, New York 10021: Talon Educational Service, Donahue Sales, 141 East 63rd St.

CASSETTE TAPE AND FLIP CHART

Hems and Fasteners--Sewing by Sight and Sound. New York, New York: Butterick Publishing, Division of American Can Company, 161 Sixth Avenue.

Seams and Seam Finishes--Sewing by Sight and Sound. New York, New York: Butterick Publishing, Division of American Can Company, 161 Sixth Avenue.

RESOURCE KITS

Knit Kits. Minneapolis, Minnesota 55401: 216 Third Avenue North.

Know Your Pattern. New York, New York: Simplicity Educational Division, 200 Madison Avenue.

Lingerie Supplies. Minneapolis, Minnesota 55403: Kieffer's Lingerie Fabrics and Supplies, Inc., 1625 Hennepin Avenue.

ADVANCED SEWING

Suggested Time: Eight 2-hour sessions

Course Description: This course will include fabric performance, tailored garments, and construction hidden values. The sewing techniques will go beyond the beginning seamstress.

Topical Outline:

I. Fabric and yarn performance
  A. Weaves
    1. Plain
    2. Basket
    3. Twill
    4. Satin
  B. Pile fabrics
  C. Napped fabrics
  D. Uneven plaids
  E. Finishes
    1. Wash and Wear
    2. Crease resistant
    3. Stain resistant
    4. Water repellent
    5. Color fastness
    6. Fire retardant
    7. Preshrunk
    8. Anti-static
    9. Sanforized
    10. Weighting
  F. Deterioration
  G. Heat sensitivity
  H. Moisture absorption
  I. Fiber combinations
  J. Thread count
  K. Textured
  L. Use of desired fabric
  M. Stability
  N. Durability

II. Tailored garments

III. Difficult fabrics
  A. Striped
  B. One-way designs
  C. Plaids

IV. Psychological effects of art principals
  - A. Color
  - B. Line
  - C. Texture
  - D. Clothing design
  - E. Decorative design
  - F. Structural features

V. Selection of suitable construction process according to
  - A. Fabric
  - B. Pattern
  - C. Desired use of garment

VI. Pattern
  - A. Selection
  - B. Alterations
    1. Lengthening bodice front
    2. Shortening bodice front
    3. Reducing waist and hips less than 2"
    4. Enlarging waist and hips less than 2"
    5. Reducing waist and hips more than 2"
    6. Enlarging waist and hips more than 2"
    7. Lengthening long sleeve
    8. Shortening long sleeve
    9. Lengthening pants/skirts
    10. Shortening pants/skirts

VII. Proper use of tools
  - A. Hem gauge
  - B. Point presser
  - C. Seam roll
  - D. Sleeve board
  - E. Tailor's hem
  - F. Pinking shears
  - G. Pressing cloth
  - H. Iron
  - I. Needle board

VIII. Construction Hidden Values
  - A. Backing
  - B. Interfacing
  - C. Lining
    1. Interlining
    2. Underlining
  - D. Trimming details
    1. Pockets
    2. Belts
    3. Fastenings
    4. Cording
    5. Decorative stitches

IX. Garment Evaluation
  A. Appearance
  B. Pressing
  C. Fit
  D. Accurate stitching
  E. Seams finished properly
  F. Collar
  G. Sleeves
  H. Cuffs
  I. Zipper
  J. Closure

RESOURCES

BOOKS

Bane, Allyne. Creative Clothing Construction (2nd Ed.). New York, New York: McGraw Hill Book Co., 1966.

Blake, Charlotte. Competency-based Curriculum for Clothing Service Production Sewing. Ripley, West Virginia: Vocational Curriculum Laboratory, 1976.

Burns, Marjorie Arch and Edna Bryte Bishop. Super Sewing: The New Bishop/Arch Book. Philadelphia, Pennsylvania: J. B. Lippincott, 1974.

Gawne, Eleanor Jerner and Bess V. Oerke. Dress. Peoria, Illinois: Charles A. Bennett Company, 1975.

Hillings, Yvonne. The Art of Sewing. New Brunswick, New Jersey: Vocational Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Campus, 1974.

Jones, Frances. Modern Sewing. Danville, Illinois: The Interstate Printers and Publishers, Inc., 1972.

Kelly, Patricia Smith, Ph.D. Clothing and Textiles. New Hampshire: New Hampshire State Department of Education Division of Vocational-Technical Education, Home Economics Section.

Liddel, Louise A. Clothes and Your Appearance. South Holland, Illinois: The Goodheart-Willcox Company, Inc., 1977.

Simplicity Sewing Book. New York, New York: Western Publishing Co., 1976.

The Unique Invisible Handbook. Altoona, Pennsylvania 16601: Unique Zipper Distributing Service (part of kit--includes everything one needs to teach invisible zippers). Promotion/Education Department, P.O. Box 1861.

The Vogue Sewing Book of Fitting, Adjustments, and Alterations. New York, New York: Butterick Publishion, Division of American Can Company, 161 Sixth Avenue.

PAMPHLETS

Aids to Good Fit. Lexington, Kentucky 40506: University of Kentucky Cooperative Extension Service.

Guide Book To Textile Fibers and Fabric Care. Amherst, Massachusetts: University of Massachusetts Cooperative Extension Service.

RESOURCES (Continued)

PAMPHLETS (Continued)

Guide to Man-Made Fibers. New York, New York 10001: Man-Made Fiber Producers Association, Inc., 350 Fifth Avenue.

Know Your Pattern. New York, New York 10016: Simplicity Education Division, 200 Madison Avenue.

More About Zippers. Stamford, Connecticut 06902: Coats and Clark, Inc., Educational Bureau, 72 Cummings Point Road.

Sewing Tips on Knits (CI-931). Ames, Iowa: Iowa State University Cooperative Extension Service.

Sewing Today's Fabrics I (PE 1808). Toccoa, Georgia: Coats and Clark, Inc.

Sewing Today's Fabrics II (PE 1840). Toccoa, Georgia: Coats and Clark, Inc.

Tapes and Trims. Stamford, Connecticut 06902: Coats and Clark Consumer Education Department, 72 Cummings Point Road.

Zippers. Stamford, Connecticut 06902: Coats and Clark, Inc. Educational Bureau, 72 Cummings Point Road.

Zipper Tips. New York, New York 10022: Talon Education Department, 41 East 51st Street.

FILMSTRIPS

Applying Zippers, Sewing by Sight and Sound. New York, New York: Butterick Publishing, Division of American Can Company, 161 Sixth Avenue (Cassette Tape and Flip Chart).

Pick the Fabric for the Job. Charlotte, North Carolina 28285: American Textile Manufacturers Institute, 400 S. Tryon St. (Sound filmstrip).

Sewing to Fit--Bodice and Skirt Adjustments, Women's Pants Adjustments, Choosing Figure Type and Pattern Size. New York, New York 10013: Butterick Publishing Company, 161 Sixth Avenue.

Textiles--It's All in the Finish. Charlotte, North Carolina 28285: American Textile Manufacturers Institute, 400 S. Tryon St. (filmstrip).

SEWING WITH KNITS
"KNITS WITHOUT NEEDLES"

Suggested Time: Six 2-hour sessions

Course Description: This course will explain how to minimize the problems you are having in sewing knits. If you have not made a garment from knit material, learn the proper technique and the do's and don't before you begin to sew.

Topical Outline:

I. Knit clothing
  A. Comfortable
  B. Versatile
  C. Durable
  D. Easy to care for

II. Types of knitted cloth
  A. Single
  B. Double
  C. Raschel
  D. Tricot
    1. Satin
    2. Stretch lace
    3. Sheers
    4. Power nets
  E. Rib
  F. Cotton
  G. Jersey
  H. Tubular knit

III. Working with knit
  A. Purchasing knits
    1. Inspect angle of rib
    2. Out-of-shape--cannot be straightened
    3. Lengthwise ribs are more true than crosswide ribs
    4. Techniques for measuring stretch
  B. Straighten fabric for cutting
    1. Draw a straight line across end at a right angle to the fold to find the true line
    2. Follow a single row of loops along the line
    3. Pull thread if advisable to straighten
  C. Up and down direction lengthwise
  D. Sculptured design
  E. Looser knit--cut in one direction
  F. Determine the right and wrong side
  G. Pre-wash and dry before cutting

IV. Patterns
   A. "For knits only" or "Ideal for knits"
   B. Bias section and circular skirts not suited for knits that are not firm

V. Cutting of knits
   A. Use very fine straight pins
   B. Use sharp scissors
   C. Use a long flat surface
   D. Let no cloth hang off edge

VI. Preparing Sewing Maching
   A. Balance machine tension
   B. Adjust the pressure
   C. Use roller pressfoot
   D. Use small machine needle
      1. Sharp
      2. Ball point
   E. Check throat plate
      1. Small hole for needle
      2. Smoothness

VII. Sewing with knit
   A. Small darts eliminated
   B. Welt seaming
   C. Topstitching
   D. Stretching
      1. Staystitching
      2. Interfacing from non-stretch material
      3. Seam binding
   E. Pleats
   F. Interfacing--polyester non-woven
   G. Invisible zippers
   H. Stretch lace hem binding
   I. Thread
   J. Feeding of material through presser foot
   K. Lining
   L. Hang overnight before marking hem
   M. Hem
   N. Buttonholes
   O. Pressing
      1. Low steam setting
      2. Down-up motion
      3. Brown paper under seam edge

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Gawne, Eleanor Jerner and Bess V. Oerke. *Dress*. Peoria, Illinois: Charles A. Bennett Company, 1975.

How to Sew Fashion Knits. Elizabeth, New Jersey: Singer Company, 321 First Street.

Jones, Frances, *Modern Sewing*. Danville, Illinois: The Interstate Printers and Publishers, Inc., 1972.

Kwik-Sew Basic Knits. Minneapolis, Minnesota 55401: Knits-Kits, Inc., 216 Third Avenue.

Lawrence, Judy. *Easy Sewing with Knits*. New York, New York: Doubleday and Company, 1972.

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Simplicity Sewing Book. New York, New York: Simplicity Pattern Company, 1975.

PAMPHLETS

How to Sew with Knits. Niles, Michigan 49121: Simplicity Pattern Company, Educational Division, 901 Wayne Street.

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PAMPHLETS (Continued)

Knits, New York, New York 10013: Vogue-Butterick Pattern Service, Educational Department, 161 Sixth Street.

Knit Know-How. Morgantown, West Virginia: West Virginia University Appalachian Center.

Lingerie Sewing on Tricot. Stitch in Time, Vol. 40, No. 1-T. New York, New York: Coats and Clark, Inc., 430 Park Avenue.

Sewing Tips on Knits (CI-931). Ames, Iowa: Iowa State University Cooperative Extension Service.

LEARNING KITS

"Sewing Knits," Educational Classroom Program. Santa Ana, California 92705: Jean Hardy Pattern Company, 2151 La Cuesta Drive.

ALTERATIONS

Suggested Time: Eight 2-hour sessions

Course Description: This course will consist primarily of maintenance, repair and recycling of household items including: 1) analyzing the fit of a garment, 2) performing alterations on men's, women's, and children's garments, 3) repairing and replacing parts of garments and 4) repairing holes and seams in garments. Recommend that participants have some sewing experience.

Topical Outline:

- I. Equipment, Tools and Supplies
  - A. Equipment
    - 1. Sewing machine
      - a. Domestic
      - b. Industrial
      - c. Special presser feet
        - (1) Zipper
        - (2) Walking
        - (3) Plastic for looped fabrics
      - d. Bobbins
      - e. Needles
      - f. Maintenance supplies
        - (1) Oil
        - (2) Brushes
        - (3) Screw driver
    - 2. Ironing board
    - 3. Iron
      - a. Steam
      - b. Commercial steam
    - 4. Full length mirror
    - 5. Sleeve board
    - 6. Seam roll
    - 7. Tailor's ham
    - 8. Point presser
    - 9. Pounding block
    - 10. Needle board
  - B. Tools
    - 1. Scissors
    - 2. Shears
    - 3. Pins
      - a. Brass or stainless steel
      - b. Ballpoints sharps, regulars
    - 4. Needles
      - a. Milliners and darners
      - b. Embroidery or sharps
      - c. Tapestry crewel
      - d. Ballpoint

        5. Tape measure
        6. Yard/meter stick
        7. Seam ripper
        8. Hem gauge
        9. See-through ruler
        10. Hem marker
        11. Thimbles
        12. Tailor's chalk/wax
        13. Pin cushions
    C. Supplies
        1. Thread
        2. Fasteners
            a. Hooks and eyes
            b. Snaps
            c. Buttons
        3. Hem and seam finishings
            a. Seam binding
            b. Lace tape
        4. Interfacing
            a. Non-woven
            b. Woven
            c. Weight variety (light to heavy)
        5. Padding material
        6. Adhesives
            a. Rubber cement
            b. White glue
            c. Tape
        7. Silicone spray/zipper ease

II. Operate and maintain equipment
    A. Demonstrate proper use of equipment
    B. Safety
    C. Efficiency
    D. Clothing not to be worn
    E. Maintenance
        1. Cleaning
        2. Oiling
        3. Tension adjustments
        4. Pressure adjustments
        5. Proper needles

III. Basic sewing skills
    A. Hand
        1. Back stitch
        2. Half back stitch
        3. Catch stitch
        4. Felling stitch
        5. Blind stitch
        6. Overcasting stitch
        7. Buttonhole stitch

- B. Machine
    - 1. Stitch length
    - 2. Type of stitch
        - a. Straight
        - b. Curved
            - (1) Notch
            - (2) Clip
            - (3) Layer
            - (4) Edgestitch
        - c. Eased
        - d. Corner
    - 3. Tension setting
    - 4. Type of needles
    - 5. Type of thread

IV. Interfacing
- A. Fuse
- B. Hand sew
- C. Machine stitch
- D. Where applied in garments

V. Darts
- A. Curved
- B. Straight
- C. Double pointed
- D. Raising
- E. Lowering
- F. Letting out
- G. Taking up

VI. Basic Alterations
- A. Shorten and lengthen a jacket, coat, shirt, pants, trousers (regular hem and cuff)
- B. Shorten and lengthen the sleeves of a coat, jacket, dress, shirt
- C. Alter the shape, slope and length of shoulder line
- D. Alter the neckline
- E. Correct skirts, dresses, pants for high hip or sway back
- F. Shorten a child's garment at waistline
- G. Shorten and lengthen a waistline of a dress, bodice, pants
- H. Alter the waistline and bustline
    - 1. Restitch a dart
    - 2. Restitch side seam
    - 3. Restyle a dress through the bustline
    - 4. Change length, depth and slope of a dart
- I. Increase and decrease side seams of dress and skirt through hips

J. Alter the crotch, side seams, and waistline of pants, trousers (using inseam or back waistband)
K. Reshape the pants and trousers legs
L. Alter sleeve and armhole
  1. Redistribute ease in the sleeve cap
  2. Change the width of sleeve
  3. Restyle a dress with sleeves
  4. Alter armhole that is not fitting smoothly
M. Alter trousers waistline using center back seam
N. Alter shoulders of a men's jacket by adding shoulder pads and/or neck pads
O. Take in and let out side seams of a jacket
P. Alter back of jacket to change width
Q. Taper a man's shirt
R. Alter collar
  1. Lower up to 1/4 inch on a jacket
  2. Turned frayed collar
S. Repair holes or rips in knit and woven fabric
  1. Hand stitches
  2. Machine stitches
  3. Patches
T. Repair or replace
  1. Frayed cuff
  2. Half and whole pockets
  3. Frayed facing
  4. Belt loops
U. Make and reinforce buttonholes
V. Replace dress or coat lining
W. Replace zippers in various types of garments
X. Remake a pullover sweater into a cardigan

VII. Properly fitted garment
  A. Women's garments
    1. General appearance
      a. Comfortable ease
      b. Blouse/bodice hangs gracefully and smooth
      c. Skirt hangs smooth from waist
      d. Grain lines in place
      e. Garment is balanced on figure
    2. Shoulder seams
      a. Centers on top of shoulder
      b. Begin approximately one inch behind earlobe
      c. At right angle to armhole
      d. Smooth
        1. Without pulling
        2. Without strain
        3. Without wrinkles
    3. Neckline seam
      a. Fits curve at neck base
      b. Cross center back on vertebrae

   - c. Cross center front at pit above collarbone
   - d. Does not pull away
   - e. Does not ride up
   - f. Does not stand out

4. Underarm seam
   - a. Falls in vertical line beneath arm
   - b. Meets side seam of skirt
   - c. Divides back and front
   - d. Is not obvious when viewed from front or back

5. Dart
   - a. In line with crown of the bust
   - b. Terminated 1-2 inches away from crown
   - c. End point smooth
   - d. Balanced on both sides
   - e. No puckering along the line of stitching
   - f. Hip darts stop short of fullest part of hip

6. Tucks, dart tucks, gathers
   - a. Balanced
   - b. Fullness toward fullest part of figure

7. Armhole seams
   - a. Smooth curve over top of shoulder
   - b. Falls perpendicular to floor
   - c. Does not droop onto arm (plain sleeve)
   - d. Falls about one inch below armpit

8. Sleeves
   - a. Crosswise grain parallel to floor above elbow
   - b. Lengthwise grain perpendicular to floor above elbow
   - c. Plain sleeve eased into armhole with no obvious gathers
   - d. Cap wide enough to enclose arm with ease
   - e. Long sleeve dart/fullness at elbow
   - f. Long sleeve correct length (where hand ends and wrist begins)
9. Waistline seam
   - a. Falls at normal waistline (depends on garment design)
   - b. Fits snugly (not too tight or too loose)
10. Buttons and buttonholes
    - a. At bustline on fitted garment
    - b. At natural waistline on suits and jackets
11. Skirts
    - a. Center front/center back lines hang perpendicular to floor
    - b. Side seams hang perpendicular to floor
    - c. Hipline allows room to move and sit
    - d. Pleats hang
      - (1) Straight
      - (2) Closed
      - (3) Perpendicular to floor

    - e. Band--flat without wrinkles
    - f. Hem--even distance from floor
    - g. Flattering length for figure within fashion range
  - 12. Pants
    - a. Side seams hang perpendicular to floor
    - b. Adequate ease at hipline and waistline
    - c. Inseam hangs smooth--no strain
    - d. Crotch length is comfortable and allows movement
    - e. Crease follows grain line
    - f. Darts properly positioned
    - g. Hem falls freely over ankle bone
- B. Men's garments
  - 1. Jackets
    - a. Shoulder seams
      - (1) Correctly positioned
      - (2) Smooth
      - (3) Extend 1/2" to 3/4" beyond edge of shoulder
    - b. Center front and major seams
      - (1) Hang straight
      - (2) Smooth
      - (3) Pulled
    - c. Vents and back pleats
      - (1) Smooth
      - (2) Hang straight
      - (3) Not spread open
    - d. Lower edge parallel to the floor
    - e. Undercollar
      - (1) Hugs the neck
      - (2) Does not ride high or low
    - f. Upper collar
      - (1) Smooth
      - (2) 1/2" to 3/4" of shirt collar shows above jacket collar
    - g. Collar and lapel
      - (1) Rolled smoothly
      - (2) Balanced on each side
      - (3) Within current fashion range
      - (4) Appropriate for body figure
    - h. Sleeve
      - (1) Hangs smoothly
      - (2) Eased in armhole
      - (3) Grainline perpendicular to floor
    - i. Sleeve and coat length
      - (1) Within current fashion range
      - (2) Appropriate for body figure
    - j. Back of jacket
      - (1) Smooth with no excess fullness
      - (2) No bulge below collar
      - (3) Grain line perpendicular to floor

2. Trousers
   a. Smooth waist
   b. Adequate ease at hips
   c. Adequate crotch length
      (1) Comfortable
      (2) Movement
      (3) Not baggy
   d. Creases
      (1) Hang straight
      (2) Perpendicular to floor
   e. No diagonal wrinkles
   f. Appropriate length for
      (1) Body figure
      (2) Current fashion
   g. Waistband
      (1) Correct position
      (2) Fits snug (not too right or too loose)
      (3) Does not roll
   h. Legs wide enough
      (1) To hang straight
      (2) Does not pull over calf or thigh
3. Shirt
   a. Adequate ease--not baggy
   b. Long enough to cover wrist bone
   c. Tapered to waistline allowing adequate ease
   d. Sleeve seam is located at point where arm meets shoulder
   e. Collar
      (1) Lies flat
      (2) Fits snug around neck without pinching or gapping

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V-TECS (Vocational-Technical Education Consortium of States). A Catalog of Performance Objectives, Criterion--Referenced Measures and Performance Guides for Alterationist. Montgomery, Alabama 36130: State of Alabama Department of Education, Division of Vocational Education and Community Colleges.

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PAMPHLETS

A Good Fit in Your Dress. Lexington, Kentucky 40506: University of Kentucky Cooperative Extension Service.

Aids to Good Fit. Lexington, Kentucky 40506: University of Kentucky Cooperative Extension Service.

Altering Ready-to-Wear Dresses (EC 694). Corvallis, Oregon 97330: Oregon State University Cooperative Extension Service, 1970.

Backings and Linings (PE 1550). Toccoa, Georgia 30577: Coats and Clark, Inc.

Baker, M. V. Always Attractive in Your Elderly Years (CL-046). Ames Iowa: Iowa State University Cooperative Extension Service, 1973.

Butts, G. L. Mending Clothes and Household Fabrics. Ithaca, New York: Cornell University Cooperative Extension Service.

Clothing for Senior Citizens (PNW 124). Corvallis, Oregon 97331: Oregon State University Cooperative Extension Service.

Clothing Repairs (107). Washington, D.C.: U.S. Department of Agriculture, 1965.

Fitting Garments (E-416). Stillwater, Oklahoma: Oklahoma State University Cooperative Extension Service.

The Forgotten Art of Mending (PE 1812). Toccoa, Georgia 30577: Coats and Clark, Inc.

"Handbook of Clothing Alterations," Scott, Toni. Family Circle Magazine, August, 1975.

RESOURCES (Continued)

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How to Sew with Elastic. New York, New York: Stevens Colton Elastic, 1185 Avenue of the Americas.

Interfacing Selection Guide. Clifton, New Jersey: Stacy Fabrics Corporation, 160 Fornelius Avenue.

Menswear I--Pants (PE-1936). Toccoa, Georgia 30577: Coats and Clark, Inc.

Menswear II--Jackets (PE-1948). Toccoa, Georgia 30577: Coats and Clark, Inc.

Messer, R. and J. Yep. Tricks to Easy Fit (PM-618). Ames, Iowa: Iowa State University Cooperative Extension Service, 1975.

New Garments from Old (F 262). St. Paul, Minnesota 55106: University of Minnesota Cooperative Extension Service, 1972.

Patching and Mending Wool Garments (EC 603). Corvallis, Oregon 97331: Oregon State University Cooperative Extension Service.

Pellon Nonwoven Guidelines to Shaping 1, 2, 3, 4. New York, New York 10036: Pellon Corporation, 1120 Avenue of The Americas.

Replacing a Zipper (PE 1569) Toccoa, Georgia 30577: Coats and Clark, Inc.

Sewing Menswear: Pants (PA-115). Washington, D.C.: U.S. Department of Agriculture, 1975.

Speece, J. Altering Women's Ready-Made Dress (EC 72-427). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

Speece, J. The Fit of Your Garment (EC 71-477). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

Speece, J. Interfacing and Underlining Jackets and Coats (EC 70-453). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

Speece, J. Lining a Jacket or Coat (EC 69-454). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

Speece, J. Lining Skirts and Dresses (EC 69-428). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

Speece, J. Pressing Methods (EC 72-424). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

Speece, J. Relining Coats and Jackets (EC 71-475). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

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Speece, J. Shoulder Pads and Sleeve Strips (EC 73-491). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

Tapes and Trims (PE 2095). Toccoa, Georgia: Coats and Clark, Inc.

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Yep, J. Clothes to Fit your Needs (for the physically limited) (PM 570). Ames, Iowa: Iowa State University Cooperative Extension Service, 1974.

Zippers (PE 2048). Toccoa, Georgia 30577: Coats and Clark, Inc.

Zipper Selection and Care. New York, New York 70022: Talon Consumer Education.

Zipper Tips from Talon (1-220-ZTR). New York, New York 10022: Talon Consumer Education.

FILMSTRIP

Figure Your Fit--Pants. New York, New York 10017: The McCall Pattern Company, 230 Park Avenue. (Color, $5.00 purchase)

CHARTS

Lockstitch Wall Chart. Chicago, Illinois 60610: Union Special Corporation, 400 N. Franklin Street.

Male Figure Types. Manhattan, Kansas 66502: The McCall Pattern Company, P.O. Box 9119. ($1.00)

McCall's Figure Types. Manhattan, Kansas 66502: The McCall Pattern Company, P.O. Box 9119. ($1.50) (How to take male and female measurements)

Needle Thread and Fabric Chart (SCW-111). Cleveland, Ohio 44111: White Sewing Maching Company.

Thread Wall Chart. Toccoa, Georgia 30577: Coats and Clark, Inc.

Stitching Charts (ED 61). New York, New York 10020: The Singer Company, 30 Rockefeller Plaza.

RESOURCES (Continued)

TRANSPARENCIES

Figure Your Type and Size. New York, New York 10017: The McCall Pattern Company, 230 Park Avenue. ($2.75 purchase, art work for making overhead transparencies)

Your Warbrobe Recycled. Stamford, Connecticut 06905: American Thread Company, High Ridge Park. ($12.50)

TAILORING

Suggested Time: Eight 2-hour sessions

Course Description: This course will cover basic skills and knowledge in tailoring a garment. It will include selection of pattern and materials, alteration of pattern, cutting and marking, lining and underlining, and the proper sewing procedures for a tailored skirt, pants, coat and jacket with or without a lining.

Topical Outline:

I. Equipment
    A. Scissors and shears
    B. Yardstick
    C. Tape measure
    D. Ruler
    E. Hem marker
    F. Gauge
    G. Tracing wheel and paper
    H. Tacket
    I. Chalk (tailor's)
    J. Needles
        1. Hand sewing
            a. Sharps
            b. Embroidery
            c. Tailor's
        2. Machine
            a. General purpose
            b. Ballpoint
    K. Thread
        1. Cotton
        2. Mercerized cotton
        3. Silk
        4. Buttonhole twist
        5. Nylon
        6. Polyspun
        7. Dual-duty
    L. Pins
        1. Dressmaker
        2. Ballpoint
        3. Silk
    M. Fasteners
        1. Snaps
        2. Hooks and eyes
    N. Combination steam and dry iron
    O. Ironing board
    P. Sleeve board

- P. Sleeve board
- Q. Tailor's ham
- R. Point presser
- S. Press cloths
- T. Seam ripper
- U. Rolling presser foot
- V. Thimble

II. Selection of pattern

III. Pattern alterations

IV. Selection of material
- A. Washable or drycleanable
- B. Suit or coat fabrics
- C. Bonded fabrics
- D. Blends
- E. Cost
- F. Fake furs
- G. Thick, heavy coating
- H. Knitted fabrics
- I. Polyester double knit
- J. Plaids, checks, stripes
- K. Diagonal weave
- L. Lining
  - 1. As durable as garment fabric
  - 2. Prevent stretching
  - 3. Washable or drycleanable
  - 4. Materials
    - a. Twill weave
    - b. Crepe-back stain
    - c. Rayon
    - d. Nylon
    - e. Polyester
    - f. Silk
    - g. Milium backing
    - h. Cotton-dacron
- M. Underlining
  - 1. Control stretch
  - 2. Extra body
  - 3. Materials
    - a. Siri
    - b. Batiste
    - c. Voile
    - d. Organdy
    - e. SiBonne
    - f. Undercurrent

- N. Interfacing
  - 1. Body
  - 2. Stiffener
  - 3. Materials
    - a. Hair canvas
    - b. Cotton percale
    - c. Muslin

V. Accurate yardage and layout
- A. Purchase accurate yardage
  - 1. Napped
  - 2. Piled
  - 3. One-way design
  - 4. Plaids
  - 5. Checks and stripes
- B. Preshrink
  - 1. Fabric
  - 2. Lining
  - 3. Interfacing
  - 4. Zipper
  - 5. Tapes
  - 6. Trim
- C. Straightening
- D. Make pattern alterations
- E. Muslin test
- F. Layout

VI. Cutting, marking, basting
- A. Baste muslin test (all major pieces)
- B. Make necessary adjustments
- C. Cut fabric
- D. Mark fabric

VII. Lining
- A. Make corresponding adjustments
- B. Center back of jacket and coat add 1"
- C. Cut and mark

VIII. Staystitching

IX. Basting and stitching darts

X. Machine stitching
  A. Seams
    1. Pinned
    2. Basted
    3. Fitted
    4. Corrections if necessary
  B. Examine seams
    1. Curved
    2. Clipped
    3. Bias
    4. Gathered
    5. Eased edges
  C. Topstitch
    1. Test fabric with thread
    2. Flat pieces
    3. Buttontwist
    4. Silk thread
    5. Mercerized
    6. Stretchable thread
  D. Reduce bulk in seams
    1. Grade seams
    2. Trim corners

XI. Hand stitching
  A. Whip or overhand hem stitch
  B. Catch stitch
  C. Tailor's hemming stitch
  D. Blind stitch
  E. Tailor's arrows
  F. Tailor's tacks
  G. Tailor's buttonholes
  H. Padding collars
  I. Bound buttonholes

XII. Seam and hem finished
  A. To prevent fraying
    1. Zig zag edges
    2. Honk Kong
    3. French
    4. Pinked
  B. Create little bulk

XIII. Pressing
- A. Test on fabric swatch
- B. Avoid over pressing
- C. Use of press cloth
- D. Use of pressing equipment
- E. On the wrong side
- F. As work progresses
- G. Seams open
  - 1. With brown paper
  - 2. Curved edges on ham
- H. Darts, tucks, pleats
- I. Shrink out fullness
- J. Final pressing

XIV. Tailoring skirt or pants
- A. Underlining
  - 1. Need for
  - 2. Eliminated
  - 3. Basic design of skirt
- B. Press center fold creases before combining
- C. Combine sections of garment and underlining
- D. Baste
  - 1. Through dart line
  - 2. Edges
  - 3. Treat as one fabric
- E. Stitch
  - 1. Darts
  - 2. Seams
  - 3. Reduce bulk
  - 4. Reinforce seams with tape
- F. Zipper
  - 1. Regulation method--lapped
  - 2. Slot seam--centered
  - 3. Invisible
  - 4. Decorative
- G. Waistbands and casings
  - 1. Interfaced
  - 2. Stiffened
  - 3. Concealed
  - 4. Casing
  - 5. Length and matching points
  - 6. Fasteners
- H. Hem
  - 1. Measure for evenness and trim
  - 2. Trim seam allowance
  - 3. Clean finish
  - 4. Hong Kong
  - 5. Ease in fullness
  - 6. Bound hem

- I. Lining of skirt and pants
    - 1. Construct same as underlining
    - 2. Free hanging lining
        - a. Construct same as garment
        - b. Attach to waist area
        - c. Attach waistband
        - d. Tack around zipper
        - e. Hem one to one-and-a-half inches
        - F. Kick pleat

- XV. Tailoring jacket or coat
    - A. Underlining and interfacing
        - 1. Combined
        - 2. Complete interfacing
        - 3. Partial interfacing
        - 4. Complete interfacing has underlining
    - B. Press center fold creases
        - 1. Fabric
        - 2. Lining
        - 3. Underlining
        - 4. Interfacing
    - C. Combine sections with supporting fabrics
    - D. Sew through center dart line
    - E. Fold lines
    - F. Hem treatment
    - H. Sleeve
        - 1. Underlined
        - 2. Interfaced
        - 3. Pads
    - I. Assemble shoulder seams
    - J. Shaping
        - 1. Collar
        - 2. Lapel
        - 3. Pad stitch
        - 4. Pressing
        - 5. Cotton twill tape
            - a. Edges of folds (lapel)
            - b. Inside collar at break point
            - c. Seam edges
            - d. Shoulder seam
            - e. Neck edge
            - f. Armhole seam between notches
    - K. Buttons and buttonholes
        - 1. Buttons
            - a. Size
            - b. Design
            - c. Covered
            - d. Substitutes

- 2. Buttonholes
  - a. Placement
    - (1) Grouped
    - (2) Evenly distributed
  - b. Style
    - (1) Bound
    - (2) Diagonal
    - (3) Vertical
    - (4) Horizontal
    - (5) Triangular
    - (6) Tailor's
- L. Stitch darts
- M. Gusset
  - 1. Diamond
  - 2. Half
  - 3. Underarm sleeve
  - 4. Underarm bodice
- N. Collar assembled
  - 1. Reinforce neck edges
  - 2. Clip garment and facing
  - 3. Join to garment
  - 4. Trim
  - 5. Press
- O. Facing
  - 1. Join edges
  - 2. Attach to garment
  - 3. Trim
  - 4. Press
- P. Secure roll line
  - 1. Collar
  - 2. Lapel
- Q. Sleeve
  - 1. Set in
  - 2. Baste
  - 3. Stitch
  - 4. Trim and clip
  - 5. Set in pads
- R. Hem
  - 1. Desired length
  - 2. Adjustments
  - 3. Bias strip
  - 4. Corners
  - 5. Separate facing
  - 6. Finishes
- S. Completion
  - 1. Tack
    - a. Button holes
    - b. Lining
      - (1) arm hole

            - (2) Wrist
            - (3) Twice at seams of jacket or coat
    - 2. Sew buttons
        - a. Shank
        - b. Buttontwist
        - c. Reinforce
    - 3. Sew snaps, hooks and eyes

- XVI. Jacket and coat lining
    - A. Cutting
        - 1. Separate pattern pieces enclosed
        - 2. Similar to garment pieces
        - 3. Make same alterations as garment
        - 4. Add 1 inch to the center back of jacket and coat
        - 5. Adjustments for lining pattern
        - 6. Line for vent opening
    - B. Stitching
        - 1. Machine
        - 2. Hand
        - 3. Combination method
    - C. Machine assembly
        - 1. Back section
            - a. Baste center back line to hold pleat
                - (1) Except satin
                - (2) Similar fabrics
            - b. Center back seam
        - 2. Darts or tucks
        - 3. Shoulder seams
        - 4. Clean finish facing edge
        - 5. Clean finish neck edge
        - 6. Prepare sleeve
            - a. Sew seam
            - b. Clip sleeve curve
            - c. Baste 5/8" on armhole edge
            - d. Mark notches with chalk
            - e. Trim to 3/8"
        - 7. Insert lining into jacket or coat
            - a. Match seam lines
            - b. Pin at shoulderline
            - c. Lap lining edge over garment 5/8"
            - d. Pin (catching only facing)
            - e. Hand stitch lining to front facing and neck facing
            - f. Position armhole
                - (1) Pads--if used
                - (2) Hand stitch lining to armhole
            - g. Sleeve lining
            - h. Vent

i. Hem
    (1) Jacket and sleeve lining 1" shorter
    (2) Full length coat lining 1 1/2" shorter
    (3) Attached lining
    (4) Free hanging lining
j. Remove center back pleat baste stitch

RESOURCES

BOOKS

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Hostek. S. Handstitches for the Fine Custom Tailored Garment. Seattle, Washington, 98199: Tailor-Craft, 4003 West Armour, 1975.

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Wyllie, Ethel K. Today's Custom Tailoring. Peoria, Illinois: Charles A. Bennett Co., Inc., 1971.

PAMPHLETS

Custom and Fusible Tailoring. Stamford, Connecticut 06902: Coats and Clark, Inc., Consumer and Educational Affairs Department, 72 Cummings Point Road.

Pressing, Blocking, Shaping. Denver, Colorado 80206: Wool Education Center, 200 Clayton Street.

Tailoring I. New York, New York 10022: Coats and Clark, 430 Park Avenue.

Tailoring II. New York, New York 10022: Coats and Clark, 430 Park Avenue.

TIPS TO HELP TRIM CLOTHING COSTS
"SNIPPING COSTS"

Suggested Time: Four 2-hour sessions

Course Description: This course will help you in trimming clothings costs for you and your family.

Topical Outline:

I. Proper care of clothing will extend its service
    A. Stain removal
    B. Washing woolen garments
    C. Washing drip dry garments
    D. Washing color fast garments
    E. Washing fabrics with special finishes
    F. Pressing
    G. Following the garment's care hang tag
    H. Brushing and airing
    I. Seasonal care and storage

II. Factors affecting family clothing needs
    A. Make-up of family
        1. Males
        2. Females
        3. Children
        4. Infants
    B. Geographical location
    C. Occupation of members
    D. Social activities
    E. Seasons
    F. Income
    G. Life style

III. Fabric
    A. Suitable for garment
    B. Finishes desirable for garment
    C. Performance in keeping with garment's expectations

IV. Remodel old or unused garments

V. Advantages of mix-and-match items

VI. Buying vs. Making
    A. Labeling
    B. Fiber and fabric content
    C. Construction
    D. Fads and fashions

E. Fit
F. Psychological factors
G. Cost
H. Impulse buying
I. Upkeep of garment
J. Workmanship

VII. Clothing modification and renovation
    A. Mending
    B. Patching
    C. Darning
    D. Hems
    E. Seams
    F. Remodeling
    G. Fit
    H. Decoration
        1. Dying
        2. Tinting
        3. Appliques
    I. Accessories

VIII. Flattering lines
    A. Vertical
    B. Horizontal
    C. Curved
    D. Diagonal
    E. Accent
    F. Multi-stripe

IX. Flattering colors
    A. Body shape
    B. Skin tones

RESOURCES

BOOKS

Color Collars. Kansas City, Missouri 64124: Gillum Book Company., Box 4504.

Gawne, Eleanor Jerner and Bess V. Oerke. *Dress*. Peoria, Illinois: Charles A. Bennett Company, 1975.

Glamour's How To Do Anything Better Guide. New York, New York: Nast Publications, Inc.

"How To Stretch Your Fashion Dollars." *Women's Day*, March 1973, P. 87. Fawcett Publications.

Learning About Laundering. Cincinnati, Ohio 45214: Proctor and Gamble Company, P.O. Box 14009, 1977.

Leone, Carole Anne. *Personal Preparation for the World of Work*. New Brunswick, New Jersey: Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Campus, 1978.

Liddell, Louise A. *Clothes and Your Appearance*. South Holland, Illinois: The Goodheart-Wilcox Company, Inc., 1977.

Middle School-Junior High Co-Educational Mini-Units in Home Economics. White Bear Lake, Minnesota 55110: Minnesota Instructional Materials Center, 3300 Centruy Avenue North.

What Everyone Should Know About Men's Fashion. New York, New York: Home Economist Service Bureau, Van Heusen Company, 412 Fifth Avenue.

PAMPHLETS

A Guide to Budgeting for the Family. Washington, D.C.: U.S. Department of Agriculture House and Garden Bulletin #108, Superintendent of Documents, U.S. Government Printing Office, 1976.

Butts, G. L. (E 871). *Mending Clothes and Household Fabric*. Ithaca, New York: Cornell University Cooperative Extension Service.

Care Labeling of Textile Wearing Apparel. Washington, D.C. 20580: Federal Trade Commission, 1971.

Clothing Repairs (107). Washington, D.C. U. S. Department of Agriculture, 1965.

RESOURCES (Continued)

PAMPHLETS (Continued)

Don't Let Your Clothes Get Dated--Re-create. Washington, D.C. 20250: U.S. Department of Agriculture, 1976.

The Family Mending (E 379). Stillwater, Oklahoma: Oklahoma State University Cooperative Extension Service.

The Forgotten Art of Mending. New York, New York 10022: Coats and Clark, Inc., 430 Park Avenue, 1968.

Guide for Color Study/Color and You. Manhattan, Kansas 66502: McCall Pattern Company, Education Department, P.O. Box 9119.

New Garments from Old (F 262). St. Paul, Minnesota 55106: University of Minnesota Cooperative Extension Service, 1972.

Patching and Mending Wool Garments (EC 603). Corvallis, Oregon 97331: Oregon State University Cooperative Extension Service.

Replacing a Zipper (PE 1569). Toccoa, Georgia 30577: Coats and Clark, Inc.

Tapes and Trims. Stamford, Connecticut 06902: Coats and Clark, Inc., Educational Bureau, 72 Cummings Point Road.

Textile Fibers and Care. Ottowa, Canada: Department of Consumer and Corporate Affairs, 1971.

Time Saving Sewing (PE 2012). Toccoa, Georgia 30577: Coats and Clark, Inc.

Tips for Machine Embroidery and Decorative Stitching. New York, New York 10020: Singer Company, Educational Department, 300 Rockefeller Plaza.

Trimmings. Stamford, Connecticut 06902: Coats and Clark, Inc., Educational Bureau, 72 Cummings Point Road.

Your Clothing Dollar. Chicago, Illinois 60601: Money Management Institute, Household Finance Corporation, Prudential Plaza, 1972.

FILMSTRIPS AND FILMS

Managing Your Clothing Dollar. Chicago, Illinois 60601: Household Finance Corporation, Money Management Institute, Prudential Plaza (filmstrip).

You, The Shopper. Chicago, Illinois 60601: Money Management Institute, Prudential Plaza (filmstrip).

Wise Clothes Buys. Piermont, New York 10968: Wear and Care Program from Clorox, P.O. Box 485 (filmstrip).

RESOURCES (Continued)

RESOURCE KITS

Clothing Care Clues. "Fiber Care," "Care Survey." Madison, Wisconsin: Visual Education Consultants.

Fabric Keynotes. "Shopper's Hidden Treasure." Madison, Wisconsin: Visual Education Consultants.

TRANSPARENCIES

Your Wardrobe Recycled. Stamford, Connecticut 06905: American Thread Company, High Ridge Park.

"*How To Stretch Your Fashion Dollars*," Women's Day, March 15, 1973. P. 87. Fawcett Publications.

WARDROBE FOR THE FAMILY

Suggested Time: Four 2-hour sessions

Course Description: This course will explain how to stretch the family clothing budget and the items the family needs. It also will include what to look for when buying ready-made clothes.

Topical Outline:

- I. Choosing fabrics and garments
  - A. Fabric characteristics
    - 1. Weight
    - 2. Grade
    - 3. Composition
  - B. Color
  - C. Design
  - D. Style
  - E. Personality
  - F. Price
  - G. Use and care instructions
  - H. Life expectancy
  - I. Store sales and reputation
- II. Sewing short cuts
  - A. Shop for staple fabric when on sale
  - B. Plan ahead
  - C. Know needs of each family member
  - D. Use good pattern many times
  - E. Do multiple cuttings if garments are to be cut from same pattern
  - F. Cut all pieces at once
  - G. Keep everything together
  - H. Stack pieces in order of assembly
  - I. Fill several bobbins
  - J. Use odd-color threads for inside stitching
- III. Factors affecting family clothing needs
  - A. Make-up of family
    - 1. Males
    - 2. Females
    - 3. Children
    - 4. Infants
  - B. Geographical location
  - C. Occupation of members
  - D. Social activities
  - E. Seasons
  - F. Income
  - G. Lifestyle

IV. Fads and Fashions

V. Characteristics of garments
  A. Fabric suitable for garment
  B. Finishes desirable for garment
  C. Performance in keeping with garment's expectation
  D. Workmanship
  E. Fit

VI. Family values to be considered
  A. Prestige
  B. Efficiency
  C. Beauty
  D. Self-confidence
  E. Modesty
  F. Sex appeal
  G. Conformity
  H. Comfort

RESOURCES

BOOKS

All About Sewing for Children. Simplicity Pattern Company, Inc. New York, New York, 1973.

All About Sewing for Men and Boys. Simplicity Pattern Company, Inc. New York, New York, 1973.

Craig, Hazel Thompson. Clothing: A Comprehensive Study. Philadelphia, Pennsylvania: J. B. Lippincott, 1973.

Erwin, Mabel D. and Lila A. Kinchen. Clothing for Moderns (5th Edition). New York, New York: Macmillan Publishing Company, 1974.

Garrett, Pauline and Edward J. Matzen. You Are a Consumer of Clothing. Boston, Massachusetts: Ginn and Company, 1967.

Gawne, Eleanor Jerner. Fabrics for Clothing. Peoria, Illinois: Charles A. Bennett Company, 1975.

Gawne, Eleanor Jerner and Bess V. Oerke. Dress. Peoria, Illinois: Charles A. Bennett Company, 1975.

Jones, Frances. Modern Sewing. Danville, Illinois: The Interstate Printers and Publishers Inc., 1972.

Lewis, Dora, et. al. Clothing Construction and Wardrobe Planning. New York, New York: Macmillan Company, 1960.

Middle School-Junior High Co-Educational Mini Units in Home Economics. White Bear Lake, Minnesota 55110: Minnesota Instructional Materials Center, 3300 Century Avenue North.

Sturm, Mary M. Guide to Modern Clothing (3rd Edition). New York, New York: McGraw Hill Book Company, 1973.

Vanderhoff, Margil. Clothes: Part of Your World. Lexington, Massachusetts: Ginn and Company, 1973.

Your Clothing Dollar. Money Management Library. Chicago, Illinois: Household Finance Corporation, 1972.

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PAMPHLETS

A Guide to Budgeting for the Family. U.S. Department of Agriculture House and Garden Bulletin #108. Washington, DC 20402: Superintendent of Documents, U.S. Government Printing Office, 1976.

Appearance Makes a Difference: Grooming and Clothing Tips for Young Men. New York, New York 10036: Celanese Fibers Marketing Company, Consumer Education Department, 522 Fifth Avenue, 1968.

Baker, M. V. (C1-046). Always Attractive in Your Elderly Years. Ames, Iowa: Iowa State University Cooperative Extension Service, 1975.

Clothing for Senior Citizens (PNW 124) Corvallis, Oregon 97331: Oregon State University Cooperative Extension Service.

Convenience Clothing and Closures (CCT-6) New York, New York 10022: Talon Consumer Education, 41 East 51st Street.

Don't Let Your Clothes Get Dated--Re-create. Washington, DC 20250: U.S. Department of Agriculture, 1976.

Time Saving Sewing (PE 2012) Toccoa, Georgia 30577: Coats and Clark, Inc.

What Everyone Should Know About Men's Fashion. New York, New York 10016: Home Economist Service Bureau, Van Heusen Company, 412 Fifth Avenue.

Winning Wardrobes for Young Women. New York, New York 10036: Celanese Fibers Marketing Company, Consumer Education Department, 522 Fifth Avenue.

Young Men's Clothing: A Teenager's Handbook. Chicago, Illinois 60684: Sears, Roebuck and Company, Department 703--Public Relations, 1974.

FILMSTRIPS

Managing Your Clothing Dollar. Chicago, Illinois 60601: Household Finance Corporation, Money Management Institute, Prudential Plaza (filmstrip).

Men's Clothing of the Western World. Los Angeles, California 90028: Communications Materials Exchange, 1535 Ivar Street (filmstrip).

Women's Clothing of the Western World. Los Angeles, California 90028: Communications Materials Exchange, 1535 Ivar Street (filmstrip).

RESOURCES (Continued)

FILMSTRIPS (Continued)

You, the Shopper. Chicago, Illinois 60601: Money Management Institute, Prudential Plaza (filmstrip).

Your Wardrobe and You. Chicago, Illinois 60601: Money Management Institute, Prudential Plaza (filmstrip).

SEWING FOR CHILDREN

Suggested Time: Six 2-hour sessions

Course Description: This course will include how to sew for children, a discussion of growth features, special features to consider when making children's clothes, safety features of their clothes, and how to make childrens' clothes from outgrown adult clothes.

Topical Outline:

- I. Children's clothing
  - A. Physical comfort
    - 1. Not bind or restrict activities
    - 2. Large and baggy
      - a. Catch in wheels of toys
      - b. More likely to catch fire
    - 3. Rubbing, pull or squeezing of garments
  - B. Emotionally comfortable
  - C. Bright colors
  - D. Zippers and fasteners
    - 1. Easy to manage
    - 2. Located within easy reach
  - E. Adjustable straps
  - F. Loops on shirt to keep straps in place
  - G. Advantage of stretchy fabrics
  - H. Washable clothing
  - I. Uncluttered, simple designs

- II. Children are hard on clothes
  - A. Seams
    - 1. Shorter stitch length
    - 2. Flat felled
    - 3. Flat, wide seam allowance finished to prevent raveling
  - B. Reinforce stitching at stress points
    - 1. Elbows
    - 2. Knees
    - 3. Pockets
    - 4. Sleeves
    - 5. Crotch
  - C. Hems
    - 1. Machine-stitched that get a lot of wear
    - 2. Hand-stitched that are to be lengthened
  - D. Patches
    - 1. Knees of pants
    - 2. Elbows of shirts
    - 3. Zigzag or decorative stitch edges
    - 4. May be cut into variety of shapes

III. Sewing of Children's clothing
  A. Use of remnants
  B. Skill to make tiny garments
  C. Construction skills are same as adult clothing
  D. Staystitching reduced to neck edge
  E. Flat construction
    1. Shoulder seams
    2. Gathered skirt section
    3. Placket
    4. Collar
    5. Sleeves
    6. Sashes
    7. Sleeve band
    8. Underarm seam
    9. Hem
  F. Use machine attachments to save hand sewing
  G. Avoid wide seams
  H. Baste "grow tuck"
  I. Previous hem mark
    1. Damp string on right side of flat garment
    2. Decorative stitching
    3. Braid trimming

IV. Coats and Jackets
  A. Use semi-tailored methods
  B. Made from good parts of adult garment
    1. Rip old garment apart
    2. Clean and press pieces
    3. Make grain true as possible
  C. Quilted lining materials
  D. Interface the facing
  E. Follow proper sewing techniques

V. Growth Features
  A. Pleats, yokes and gathers
  B. Tucks at waistline, hem of dress and pants
  C. Wide seams withstand more wear
  D. Wide seams allow for alterations
  E. Long sleeves to short sleeves
  F. Waist too loose--add casing and elastic

VI. Special Features
  A. Long openings--pants and dresses easier to get into
  B. Front openings are preferred
  C. Zipper tabs--easy to work
    1. Key ring
    2. Piece of yarn through tab
  D. Large neck opening
  E. Use few snaps and buttons for younger children

F. Buttons
    1. Flat
    2. Grooved
    3. Rough
    4. Size
        a. Under four--5/8" or larger
        b. Over four--1/2" or larger
G. Buttonholes large enough for button to slide through easily

RESOURCES

BOOKS

All About Sewing for Children. New York, New York: Simplicity Pattern Company, 1973.

Better Homes and Gardens. How to Sew for Children. Des Moines, Iowa: Meredith Press.

Blake, Charlotte. Competency-based Curriculum for Clothing Services Production Sewing. Ripley, West Virginia: West Virginia Vocational Curriculum Laboratory, 1976.

SEWING MEN'S CLOTHING
CLOTHES TO "SUIT" HIM

Suggested Time: Six 2-hour sessions

Cours Description: This course will help you in sewing for the men in your life. The special techniques that differ from sewing for women will be explained, demonstrated and used in your garment construction.

Topical Outline:

- I. The Man's Sport Shirt and Lightweight Jacket
  - A. Fitting is easy
    - 1. Check measurement of a favorite shirt against pattern
    - 2. Make necessary adjustments
  - B. Flat construction
  - C. Use variety of seams
  - D. Basic patterns stay the same
    - 1. Shoulder line
    - 2. Chest
    - 3. Sleeves
  - E. Construction techniques are same as for women's clothing

- II. Prepare fabric
  - A. Straighten
  - B. Preshrink

- III. Cutting, marking, preparing for sewing
  - A. Cut all pieces at once
  - B. Mark center points on all pieces
  - C. Placket & pocket location marked
  - D. Shoulder seams located on sleeves
  - E. Foldlines marked
  - F. Stack in order of construction

- IV. Sewing the garment
  - A. Staystitching is minimized due to flat construction
  - B. Type of seam
    - 1. Raveling of material
    - 2. Weight of material
    - 3. Rise of garment
    - 4. Slightly shorter stitch than for dresses
  - C. Front unit
    - 1. Staystitch neck
    - 2. Clean finish outer edge of front facing
    - 3. Sew pockets to front
    - 4. Buttonhole loop

D. Back unit
   1. Staystitch neck
   2. Sew yoke and back

E. Shoulder seam

F. Sleeves
   1. Easeline
   2. Short sleeve-press hem
   3. Sew while flat into armhole

G. Collar

H. Cuffs

I. Underarm seam

J. Finish lower sleeve with hem or cuff

K. Hem lower edge

L. Buttonholes and sew buttons

M. Press

V. Maintenance of men's clothing

A. Minor repairs

B. Storage methods

C. Bachelor's survival sewing kit

D. Removing spots

E. Care procedures for variety of clothing

RESOURCES

BOOKS

Blake, Charlotte. Competency-based Curriculum for Clothing Services Production Sewing. Ripley, West Virginia: West Virginia Vocational Curriculum Laboratory, 1976.

Carlin, D. Alteration of Men's Clothing. New York, New York: Fairchild Publications, Inc., 1971.

Jones, Frances. Modern Sewing. Danville, Inninois: The Interstate Printers and Publishers, Inc., 1972.

Leone, Carole Anne. Personal Preparation for the World of Work. New Brunswick, New Jersey: Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Campus, 1978.

Sewing for Men and Boys. New York, New York: Simplicity Pattern Company, Inc., 1973.

PAMPHLETS

Menswear I--Pants (PE 1936). Toccoa, Georgia 30577: Coats and Clark, Inc.

Menswear II--Jackets (PE 1948). Toccoa, Georgia 30577: Coats and Clark, Inc.

Sewing Menswear: Pants (PA-115). Washington, DC: U.S. Department of Agriculture, 1975.

Speece, J. Menswear: Fly front zippers (EC 73-491). Lincoln, Nebraska 68583: University of Nebraska Cooperative Extension Service.

What Everyone Should Know About Men's Fashion. New York, New York 10016: Home Economists Service Bureau, Van Heusen Company, 417 Fifth Avenue.

Young Men's Clothing: A Teenager's Handbook. Chicago, Illinois 60684: Sears, Roebuck and Company, Department 703--Public Relations, 1974.

FILMSTRIPS

Men's Clothing of the Western World. Los Angeles, California 90028: Communications Materials Exchange, 1535 Ivar St. (filmstrip).

Sewing to Fit, Men's Pattern Adjustments. New York, New York 10013: Butterick Publishing Company, 161 Sixth Avenue.

MAKING THEM FIT--SIZING OF CLOTHES

Suggested time: Four 2-hour sessions

Course Description: The criteria for selecting clothes that fit adults and children will be covered in this course.

Topical Outline:

I. Preparing a pattern to fit
  A. Take measurements accurately
  B. Compare to measurements on envelope
  C. Alter pattern before pinning
  D. Pin and cut according to adjustments

II. Getting ready for a fitting
  A. Staystitch and stitch darts
  B. Shoulder seams stitched
  C. Pin side seam
    1. Pin close together
    2. 5/8 inch from edge
    3. Parallel to seam line

III. Try on garment wrong side out (if possible)
  A. Match center points
    1. Lap zipper or buttoned opening
    2. Pin material to prevent give
  B. Look at garment in a mirror
    1. Right amount of ease over
      a. Bust or chest
      b. Back of shoulder (blade)
      c. Shoulder points
      d. Abdomen
      e. Side hips
      f. Back hips
      g. Elbow
    2. Wrinkles indicate improper fit
    3. Grainline
      a. Lengthwise parallel to length of back
      b. Crosswise and hem parallel to floor
    4. Darts
      a. In proper place
      b. Additional ones needed
    5. Neck and Armhole
      a. Will feel snug
      b. Draw with chalk where finished seam should be (don't forget seam allowance)
      c. Adjustment may be needed in the facings

6. Shoulder seam
    a. Alignment
    b. Alterations
    c. Sleeve seam
7. Waistline
    a. Try on bodice and skirt separately
    b. Bodice length
        1. Underarm seams
        2. Parallel to body
    c. Skirt
        1. Too tight or loose
        2. Fall over hips
        3. Alterations
    d. Pants
        1. Staystitch hip area and top
        2. Sew center fronts
        3. Sew center backs
        4. Sew darts
        5. Sew inseam from crotch to hem
        6. Pin close to outseam
            a. Leave zipper area open
            b. Baste stitch seam if desired
        7. Try on pants
            a. Wrong side out (if possible)
            b. Pin zipper area
            c. Pin alterations equally on inseams and outseams
            d. Fit waist
                1. Pin the band on or
                2. Tie a string or elastic
            e. Pull up pants until they look right (mirror)
            f. Test by sitting down
            g. Mark the new waistline
            h. Trim the excess away - allow for seam allowance
            i. Adjust dart
            j. Mark length
            k. Resew seam and darts
            l. Press
            m. Sew outseam
            n. Apply zipper
            o. Apply band
            p. Finish hem
            q. Press

RESOURCES

BOOKS

Everything About Sewing Pants and Jumpsuits. Vogue Patterns.

Fit Is Fundamental To Fashion . New York, New York 10022: Butterick Fashion Marketing Company, Education Department, 161 Sixth Avenue.

Gawne, Eleanor Jerner and Bess V. Oerke. Dress. Peoria, Illinois: Charles A. Bennett Company, 1975.

Jones, Frances. Modern Sewing. Danville, Illinois: The Interstate Printers and Publishers, Inc., 1972.

Vocational Home Economics Education. Stillwater, Oklahoma: Home Economics II Curriculum and Instructional Materials Center, Oklahoma Department of Vocational and Technical Education, 1973.

The Vogue Sewing Book of Fitting, Adjustments and Alterations. New York, New York: Butterick Publishing, Division of American Can Company, 161 Sixth Avenue.

What Pattern Size Am I. Niles, Michigan: Simplicity Pattern Company, 901 Wayne Street.

FILMSTRIPS AND TEACHING AIDS

Sewing to Fit. (1) "Choosing Figure Type and Pattern Size." (2) "Bodice and Skirt Adjustments." (3) Women's Pants Adjustments." (4)"Men's Pattern Adjustments." New York, New York: Butterick Publishing Company, 161 Sixth Avenue.

UNDERSTANDING LABELS AND HANDTAGS
("Do Not Remove Under Penalty of Law")

Suggested Time: Two 2-hour sessions

Course Description: This course will explain the reasons labels and handtags are on all garments, upholstered items, and home furnishings and the meaning of the label and handtags.

Topical Outline:

- I. Terms and Definitions
  - A. Textiles
    - 1. Fabrics
    - 2. Material suitable for garments
    - 3. Variety of threads

  - B. Generic names
  - C. Finishes
    - 1. Wash and wear
    - 2. Water repellent
    - 3. Fire-retardant
    - 4. Pre-shrunk
    - 5. Permanent press
    - 6. Stain resistant
    - 7. Color fastness
  - D. Fabric
  - E. Fibers
    - 1. Natural
      - a. Cotton
      - b. Wool
      - c. Silk
    - 2. Man-made
      - a. Rayon
      - b. Acetate
      - c. Tri-acetate
      - d. Nylon
      - e. Polyesters
      - f. Acrylics
        - (1) Spandex
        - (2) Saran
        - (3) Modacrylic
        - (4) Fiberglass
      - g. Olefin
  - F. Blends
    - 1. Economy
    - 2. Variety

        3. Warmth
        4. Strength
        5. Less shrinkage
        6. Resistance
            a. Abrasion
            b. Wrinkling
            c. Pilling
    G. Grain
    H. Sanforized
    I. Mercerized
    J. Waterproof
    K. Pilling

II. Purpose of Federal Laws
    A. Federal Trade Commission
    B. Misrepresentation recourse
    C. 1939--Wood Product Labeling Act
    D. 1953--Flammable Fabrics Act (latest amendment 1972)
    E. 1958--Textile Fiber Products Identification Act
    F. 1960--Fabric Performance Standards (ASL-22)
    G. 1972--Rule on Care Labeling

III. Label/handtag requirements
    A. Brand name
    B. Size
    C. Fiber content
    D. Special finishes
    E. Guarantee/warranty
    F. Manufacturer
    G. Shrinkage expectancy
    H. Price
    I. Care suggestions

RESOURCES

BOOKS

Craig, Hazel Thompson. Clothing: A Comprehensive Study. Philadelphia, Pennsylvania: J. B. Lippincott, 1973.

Dunn, Lucille, Annette Bailey and Wanda Vansickle. Steps in Clothing Skills. Peoria, Illinois: Charles A. Bennett Company, 1970.

Gawne, Eleanor Jerner. Fabrics for Clothing. Peoria, Illinois: Charles A. Bennett Company, Inc.,1973.

Gawne, Eleanor Jerner and Bess V. Oerke. Dress. Peoria, Illinois: Charles A. Bennett Company, Inc., 1975.

Liddell, Louise A. Clothes and Your Appearance. South Holland, Illinois: The Goodheart-Willcox Company, Inc., 1977.

Vocational Home Economics Education Home Economics II, Stillwater, Oklahoma: Curriculum and Instructional Materials Center, Oklahoma State Department of Vocational and Technical Education, 1973.

PAMPHLETS

FTC Fact Sheet: Care Labeling Rule. Washington, DC: Federal Trade Commission, Sixth and Pennsylvania Avenue, NW, 1972.

Guide to Man-Made Fibers. New York, New York 10001: Man-Made Fiber Producers Association, Inc., 350 Fifth Avenue.

Know Your Fabrics, Fibers and Finishes. Chicago, Illinois 60680: Montgomery Ward, 1972.

Textiles from Start to Finish. Charlotte, North Carolina 28285: American Textile Manufacturers Institute, 400 South Tryon Street.

FILMSTRIPS & FILMS

ABC's of Man-Made Fibers--A Series. Wilmington, Delaware 19898: E. I. Dupont DeNemours & Company, Advertising Department, Motion Picture Section, 1007 Market Street (four filmstrips).

Textiles in the Making. New York, New York 10022: Free Loan Film Distributed by Association Sterling Films, 866 Third Avenue.

RESOURCE KIT

Fabric Keynotes--"Fiber into Yarn," "Shopper's Guide to the Label and the Law," Madison, Wisconsin: Visual Education Consultants.

DRAPERY MAKING
"WINDOW DRESSING"

Suggested Time: Six 2-hour sessions

Course Description: This course will cover basic skills and knowledge in making draperies. It will include types and styles of drapes, materials and fabrics needed, correct measuring and cutting techniques, procedures to follow in making pleats, sewing procedures in drapery making, pressing, fan-folding, and how to hand the draperies.

Topical Outline:

- I. Types of draperies
  - A. Glass curtains
  - B. Sheers and opaques
  - C. Over draperies
  - D. Side

- II. Style your draperies
  - A. Color
    - 1. Match wall or not
    - 2. Sunny window
  - B. Pattern
  - C. Trim
  - D. Drapability
    - 1. Open and closed constantly
    - 2. Resistance to abrasions
  - E. Fabric
    - 1. Size of room
    - 2. Solid, print, plaid
    - 3. Cost
    - 4. Use
    - 5. Width

- III. Lining and interlining
  - A. Cost
  - B. Color
  - C. Fabric
  - D. Purpose
    - 1. Fullness
    - 2. Keep out heat and cold
    - 3. Keep out light
  - E. Width

- IV. Stiffening materials
  - A. Buckram
  - B. Crinoline
  - C. Pellon

- V. Choosing the right thread and needles
    - A. Thread
        - 1. Mercerized cotton
        - 2. Silk
        - 3. Nylon
        - 4. Polyester
        - 5. Waxed or linen twist
        - 6. Button hole twist
        - 7. Transparent
        - 8. Dual duty plus
        - 9. Color
        - 10. Size
    - B. Needles
        - 1. Fine
        - 2. Medium
        - 3. Coarse
        - 4. Hand

- VI. Measuring
    - A. Determine hem line
        - 1. Sill
        - 2. Apron
        - 3. Floor
    - B. Length
        - 1. Top of bracket
        - 2. Finished length
        - 3. Add
            - a. Seam at top
            - b. Hem generally 6 inches
            - c. Waste generally 1 inch
        - 4. Lining
            - a. Drapery finished length
            - b. Top of seam
            - c. Hem generally 4 inches
    - C. Width
        - 1. Measure rod
            - a. End to end (one bracket to the other)
            - b. Return or extension--distance from wall
        - 2. Measure overlap of rod
        - 3. Ease
    - D. Cutting length for unlined drapery
        - 1. Finished length
        - 2. Heading
            - a. Width of crinoline
            - b. Plus one inch to fold under
        - 3. Hem approximately 6 inches
        - 4. Waste approximately 1 inch

- E. Pleats
    - 1. Width of finished drapery
    - 2. Return or extension
    - 3. Spacing (usually 4 inches)
    - 4. Subtract return from finished width
    - 5. Divide number four answer by spacing

- F. Number of Yards
    - 1. Number of panels needed
    - 2. Cutting length for each panel
    - 3. Print fabric requires more
    - 4. Multiply number of panels by cutting length
    - 5. Divide number four answer by 36

VII. Use of trim
- A. Types of trim
    - 1. Fringe
    - 2. Loop braid
    - 3. Braid
    - 4. Tassel fringe
    - 5. Moss fringe
    - 6. Rick rack
    - 7. Loop fringe
    - 8. Ball fringe
- B. Color of room
- C. Create mood

VIII. Preshrink and cut

IX. Heading procedure
- A. Record
    - 1. Return or extension
    - 2. Width of each pleat
        - a. Subtract finished width from width of drapery cut
        - b. Divide remainder by number of pleats
    - 3. Overlap
- B. Lay drapery on table
- C. Measure
    - 1. Return and mark both ends
    - 2. First pleat and mark
    - 3. Overlap and mark
    - 4. Last pleat and mark
- D. Find
    - 1. Middle of first pleat
    - 2. Middle of last pleat
    - 3. This middle where folded is sewn for each pleat
    - 4. Middle of all other pleats
        - a. Measure middle of first and last

        - b. Divide by number of spaces between pleats
        - c. Mark off this distance between first and last pleats

- IX. Preparation for sewing
    - A. Check and clean machine
    - B. Prepare bobbins
    - C. Test stitch on fabric

- X. Sewing
    - A. Seams
    - B. Mitered corners
    - C. Edge finishes
    - D. Hem drapery and lining
        - 1. Hemstitching
        - 2. Double hemstitching
        - 3. Italian hemstitching
        - 4. Personalized stitches
        - 5. Mounting ready-made trim
        - 6. Weights
            - a. Lead
            - b. Corner
            - c. Tape and/or cord
    - E. Drapery joined to lining
        - 1. Sides
        - 2. Top
    - F. Top seam
    - G. Installing crinoline
    - H. Turning inside out (if lined)
    - I. Catch stitch lining or interlining to fabric
        - 1. Prevent horizontal sagging
        - 2. Prevent vertical sagging
        - 3. From middle outward
    - J. Tacking facing
    - K. Sewing pleats
    - L. Tacking pleats

- XI. Pressing and fan-folding drapery

- XII. Placing hooks in drapery
    - A. Pins
    - B. Over-rod hooks
    - C. Slip-in
    - D. French-heading

- XIII. Types of rods
    - A. Traverse
    - B. Decorative
        - 1. Brass
        - 2. Iron

        3. Wood
        4. Painted

    C. Curtains
        1. Single
        2. Double
        3. Extension

XIV. Tie-backs
    A. Fold of material
    B. Edge turned under
    C. Slipstitch
    D. Stiffener
    E. Shape
    F. Trim
    G. Fasteners to wall

XV. Cornice, valances and swags

XVI. Hanging of drapery
    A. Secure rod to wall
    B. Attach drapery hooks to inside pleats
    C. Attach draperies to rod
    D. Adjust rod and draperies

RESOURCES

BOOKS

Hardy, Kay. *Beauty Treatments for the Home*. New York, New York: Funk and Wagnell's Company, 1942.

Kane, Catherine. *Drapery Making--2*. New Brunswick, New Jersey: Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Campus, 1974.

Leach, John P. *Upholstery*. New Brunswick, New Jersey: Middlesex County Vocational and Technical High Schools and Adult Technical Schools. Administrative Offices, 256 Easton Avenue, 1967.

FILMS

The Fabric Story (16 mm Sound 13 1/2 minutes). New York, New York: Hartley Film Distributors, Inc., 339 East 48th St. (Film)

Facts About Fabrics (16 mm. Sound 15 minutes). Wilmington, Delaware: Du Pont de Nemours and Company, Motion Picture Section. (Film)

New Rooms for Old (Set of 56 Slides). New York, New York: Celanese Fibers Co., Educational Department, 522 Fifth Avenue.

A Room Is Four Walls (16 mm. Sound 12 minutes). Philadelphia, Pennsylvania: American Viscose Corporation, 1617 Pennsylvania Boulevard. (Film)

PERIODICAL

Curtain and Drapery. New York, New York 10011: Hall Publishing Company, 230 Fifth Avenue.

UPHOLSTERY
"FURNITURE CLOTHES"

Suggested Time: Eight 2-hour sessions

Course Description: This course covers the basic skills and knowledge needed for upholstery. This includes refinishing furniture, selecting materials, use of tools and equipment, and the basic procedures to follow when upholstering furniture.

Topical Outline:

I. Equipment
  A. Tools
    1. Upholster's hammer
    2. Webbing stretcher
    3. Webbing pliers
    4. Ripping tool
    5. Mallets
    6. Sheers
    7. Stuffing rod
    8. Skewer
    9. Regulator
    10. Staples
  B. Tacks
    1. Fancy or decorative
    2. Gimp
    3. Regular upholster's
    4. Webbing
  C. Needles
    1. Curved upholstery
    2. Different sizes
    3. Straight
    4. Pins
    5. Sewing machine
  D. Thread
  E. Sewing machine

II. Selecting the material
  A. Strong
  B. Closely grained
  C. Durable
  D. Advantages and disadvantages
    1. Cottons and blends
    2. Rayons and blends
    3. Silk and blends
    4. Wool and blends
    5. Polyester and blends

E. Measuring of fabric
F. Cleaning and care
G. Color
H. Desired use
I. Cost

III. Stripping
A. Remove cambric
B. Remove old tacks
C. Measure for new fabric
D. Strip remainder to frame
E. Salvage old supplies
F. Check for insects
G. Repair frame

IV. Refinish furniture
A. Remove paint varnish, lacquer and shellac
1. Prepare area (chemical)
2. Scrape soft finish
3. Neutralize chemical
4. Sand
B. Stain
C. Seal stain
D. Varnish
E. Rub
F. Touch-up
G. Using lacquer and stains

V. Work fabrics
A. Webbing
1. Jute
2. Steel
3. Cotton
4. Plastic
5. Tray
B. Burlap
C. Stuffing
1. Tow
2. Moss
3. Palm fiber
4. Hair
5. Sisal
6. Cotton
D. Unbleached muslin
E. Cotton wadding/felting
F. Cambric

- VI. Springs
  - A. Types
    - 1. Seat
    - 2. Pillow
    - 3. Cushion
    - 4. Spring bars
    - 5. No-sag
    - 6. Cushion spring units
  - B. Size
  - C. Style
  - D. Degrees of compression
  - E. Gauge
  - F. Twine or string
  - G. Replacing old springs
  - H. Sewing to webbing
  - I. Fastening to frame
  - J. Covering with burlap

- VII. Fabric layout and cutting
  - A. Check measurements
  - B. Mark
  - C. Cut
  - D. Remove chalk marks

- VIII. Tacking and sewing
  - A. Temporary tack edges cover material
  - B. Pleats and folds
  - C. Corners
  - D. Remove stuffing bump
  - E. Muslin
  - F. Blind tacking
  - G. Sew welting
  - H. Sew cushion material

- IX. Tufting
  - A. Simple
  - B. Diamond
  - C. Bun
  - D. Solid
  - E. Spring

- X. Covering the slip seat
  - A. Fabric needed
  - B. Padding checked
  - C. Cutting
  - D. Tacking

XI. Arm base pad
    A. Pick filling
    B. Attach filling
    C. Attach cover
    D. Smooth pad
    E. Regulate filling

RESOURCES

BOOKS

Bast, Herbert. *Modernizing and Repairing Upholstered Furniture*. Bruce Publishing Co., 1962.

Bergen, John. *All About Upholstery*. Popular Mechanics Press, 1955.

Hardy, Kay *Beauty Treatments for the Home*. New York, New York: Fund and Wagnall's Company, 1942.

Leach, John P. *Upholstery*. New Brunswick, New Jersey: Middlesex County Vocational and Technical High Schools and Adult Technical Schools. Administrative Offices, 256 Easton Avenue.

Luna, Benjamin C. *Upholstery: Refinishing and Restyling*. Chicago, Illinois 60637: American Technical Society, Fifth printing, 1976.

Seager, Charles W. *Upholstered Furniture*. Bruce Publishing Co., 1952.

Stephenson, John W. *Practical Upholstering*. Hall Publishing Co., 1965.

Tierney, William F. *Modern Upholstering Methods*. Bloomington, Illinois: McKnight and McKnight Publishing Co., 1965.

FILMS

The Fabric Story (16 mm. Sound 13 1/2 minutes). New York, New York: Hartley Film Distributors, Inc., 339 East 48th St. (Film)

Facts About Fabrics (16 mm. Sound 15 minutes). Wilmington, Delaware: Du Pont de Nemours and Company, Motion Picture Section. (Film)

Reupholster a Chair (16 mm. Sound 6 1/2 minutes). Memphis, Tennessee: National Cotton Council of America, Audio-Visual Services, P.O. Box 9905. (Film)

A Room is Four Walls (16 mm. Sound 12 minutes). Philadelphia, Pennsylvania: American Viscose Corporation, 1617 Pennsylvania Boulevard. (Film)

Trying on Your New Home (16 mm. Sound 14 1/2 minutes). New York, New York: American Gas Association, Film Library, 420 Lexington Ave. (Film)

CHARTS

Buttons. New York, New York: Defiance Button Co., 43 West 24th St.

Gimp Charts, Thread Charts. New York, New York: Consolidate Trimming Corporation, 27 West 23rd St.

RESOURCES (Continued)

PERIODICALS

Upholstery Industry. New York, New York 10001: Hall Publishing Company, 230 Fifth Avenue.

CATALOGS

Burch's Catalog. Philadelphia, Pennsylvania 19140: John K. Burch Company, Fourth Street and Wyoming Avenue.

Catalog. Irvington, New Jersey: Terry Fabrics, 74 Coit Street.

Cutters Exchange. Nashville, Tennessee: 627 19th Ave. North.

Frame Catalog. Philadelphia, Pennsylvania 19133: M. Halpern and Sons. Inc., 22229-31 N. American Street.

Osborne Tools and Needles Catalog. Harrison, New Jersey: C. S. Osborne and Co.

PREPARING FOR THE NEW BABY
("THE STORK IS COMING, THE STORK IS COMING")

Suggested Time: Four 2-hour sessions

Course Description: This course will help you to recognize the signs of pregnancy, prepare for the new arrival, the mother's and baby's needs, the effects of nutrition, heredity and environment on the baby, possible complications, signs of labor, delivery techniques adoption, and the parent's responsibilities to the new addition.

Topical Outline:

- I. Signs of pregnancy
  - A. Missed period
  - B. Appetite changes
  - C. Discomfort or tenderness in breasts
  - D. Frequent urination
  - E. Nausea

- II. Cycles of pregnancy
  - A. Prenatal
    - 1. First trimester
    - 2. Second trimester
    - 3. Third trimester
  - B. Postnatal
    - 1. Rest
    - 2. Exercise
    - 3. Activity
    - 4. Care of
      - a. Episiotomy
      - b. Perineum
      - c. Breasts
    - 5. Depression

- III. Influences on fetus growth and child development
  - A. Heredity
    - 1. Genetic characteristics
    - 2. Rh disease
      - a. Combination of blood types
      - b. Danger to unborn child
      - c. Medical procedures
  - B. Environment
    - 1. Tobacco
    - 2. Drugs
    - 3. Veneral disease

      4. Alcohol
      5. Diet of mother
      6. Rest by mother
      7. Attention by parents
      8. Cleanliness
      9. Improper fitting
         a. Clothes
         b. Shoes
      10. Stuttering
      11. Television
         a. Good
         b. Bad

IV. Effects of nutrition
   A. Expectant mother
      1. Basic four
      2. Servings for
         a. Pregnant women
         b. Lactating women
      3. Foods to avoid
   B. Fetus
   C. Newborn
      1. Formula
      2. Nursing
      3. Feeders
      4. Burping
   D. Infant
      1. Milk/formula
      2. Solid food
         a. Purchasing
         b. Home made

V. Clothing needs
   A. Pregnant women
   B. Newborn
   C. Infant

VI. Fears of father-to-be during wife's pregnancy
   A. New responsibilities
   B. Financial
   C. New lifestyle uncertainties
   D. Anxiety over sexual relations
   E. Role during wife's
      1. Pregnancy
      2. Labor
      3. Delivery

VII. Possible complications
   A. Miscarriage
   B. Prolonged vomiting

- C. Urinary infection
- D. Anemia
- E. Premature birth
- F. Chronic diseases
  - 1. Diabetes
  - 2. Rheumatic heart disease
  - 3. Kidney disease
  - 4. Tuberculosis
  - 5. Syphilis
- G. Rubella
- H. Birth defects
- I. Toxemia
- J. Toxoplasmosis
- K. Mother's age
- L. Number of previous pregnancies
- M. Shortness of breath
- N. Leg muscle cramps
- O. Swelling
  - 1. Hands
  - 2. Face
  - 3. Legs
- P. Blurred vision
- Q. Bleeding from vagina
- R. Dizziness
- S. Abdominal pains

VIII. Birthday and preparations
- A. Normal fears and nonfactual myths
- B. Pre-prepare for trip to hospital
  - 1. Packing the suitcase
  - 2. Call the doctor
  - 3. Hospital admittance and preadmissions
  - 4. Final preparation
- C. Labor and early signs
  - 1. Lightening
  - 2. Energy burst
  - 3. False labor contractions
  - 4. Show
  - 5. Rupture of membranes
  - 6. Regular contractions
  - 7. Anesthesias
    - a. Epideral
    - b. Saddleblock
  - 8. Types of delivery
    - a. Natural childbirth
    - b. Lamaze method
    - c. Caesarian sections

D. Delivery
E. Rooming-in

IX. Baby's needs
A. Food
B. Sleep
C. Love
D. Understanding
E. Schedules
F. Exercise

X. Parents' responsibilities
A. Education
B. Clothing, food, shelter
C. Role of mother
D. Role of father
E. Sharing of family responsibilities

XI. Economic adjustment
A. Awareness of family income
B. Cost of a baby
1. Hospital and medical fees
2. Miscellaneous items
C. Insurance benefits
D. Newborn and infant needed equipment

XII. Adoption
A. Procedures
B. Application questions
C. Cost

RESOURCES

BOOKS

Adopting Children: The Medical Aspect. Washington, D.C. 20402: U.S. Department of Health, Education and Welfare, Supt. of Documents, U.S. Government Printing Office.

Adoption of Children (2nd edition). Evanston, Illinois 60204: American Academy of Pediatrics, P.O. Box 1034, 1967.

As You Grow Up. Greenfield, Massachusetts: Channing L. Bete Co., 1975.

Baby Manual. New York, New York 10017: Parents' Magazine Enterprises, Inc., 52 Vanderbilt Avenue, 1967.

Bleier, Inge J. *Maternity Nursing*. Philadelphia, Pennsylvania 19105: W.B. Saunders Co., West Washington Square, 1971.

Brisbane, Holly E. *The Developing Child*. Peoria, Illinois 61614: Charles A. Bennett Co., 1971.

Davis, M. Edward, M.D. and Edward Maisel. *Have Your Baby, Keep Your Figure*. New York, New York: Essandress Special Edition, 1967.

Dodson, Fitzhugh. *How to Parent*. New York, New York 10022: New American Library, The New American Library, Inc., 1301 Avenue of the Americas, FREE.

Before and After Having Your Baby. Evansville, Indiana 47721: Enfamil, Mead Johnson Co., 1971.

Ewy, Donna, and Roger Ewy. *Preparation for Childbirth, A Lamaze Guide*. New York, New York 10019: The American Library, Inc., 1301 Avenue of the Americas, 1970.

Genne, William H. *Husbands and Pregnancy*. Escanaba, Michigan: Family Enrichment Bureau.

Gordon, Ira J. *Baby Learning Through Baby Play: A Parent's Guide for the First Two Years*. New York, New York 10010: St. Martin's Press, Inc., 175 Fifth Avenue, 1970.

Hurlock, Elizabeth B. *Child Growth and Development*. New York, New York 10020: McGraw Hill Book Company, 1221 Avenue of the Americas, 1970.

Instructions for Expectant Mothers. Evansville, Indiana 47721: Mead Johnson Co., 1975.

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LeMasters, E. E. Parents in Modern America. Homewood, Illinois: Dorsey Press, 1970.

Let's Talk About Your Premature Baby. Evansville, Indiana 47721: Mead Johnson Co, 1975.

Peck. Ellen. The Baby Trap. New York, New York: Pinnacle Books, 1972.

Personal Adjustment, Man and Family; Pregnancy and You; Pregnancy In Anatomical Illustration. Los Angeles, California 90036: Carnation Co., Medical Dept., 5045 Wilshire Blvd.

Prenatal Care. New York, New York: Children's Bureau, U.S. Department of Health, Education and Welfare, The MacMillan Co., 1965.

Robertson, Elizabeth and Margaret Wood. Today's Child: A Modern Guide to Baby Care and Child Training. New York, New York: Charles Scribner and Sons, 1972.

Rutherford, Frederick. You and Your Baby. Bergen Field, New Jersey 07621: The New American Library, Inc., P.O. Box 999, 1971.

So You Are Going to Be a Father. Washington, DC. 20402: Department of Health, Education, and Welfare, Supt. of Documents, U.S. Government Printing Office.

Spock, Benjamin. Baby and Child Care. New York, New York 10018: Pocket Books, a division of Simon and Schuster, Inc., 1 West 39th St., 1968.

Useful Facts for the Father-To-Be. Evansville, Indiana 47721: Meade Johnson and Co., 1971.

West Virginia Competency Based Child Care Curriculum. Ripley, West Virginia: West Virginia Vocational Curriculum Laboratory, Cedar Lakes, 1977.

PAMPHLETS

American Medical Association, Chicago, Illinois 60610: 535 North Dearborn St.
The Miracle of Life
Facts Aren't Enough
Parent's Responsibility

Are You His/Her Type? #59-108. White Plains, New York 10602: The National Foundation, March of Dimes, Box 2000.

Baby's First Year. Chicago, Illinois: Mothers' Aid, Chicago Lying-In Hospital.

PAMPHLETS (Continued)

Be Good to Your Baby Before it is Born. # 59-95. White Plains, New York 10602: The National Foundation, March of Dimes, Box 2000.

Birth Defects. 59-93. White Plains, New York 10601: The National Foundation, March of Dimes, Box 2000.

Birth Defects: Questions and Answers. #59-60. White Plains, New York 10602: The National Foundation, March of Dimes, Box 2000.

Care for Two: Baby and You. Cincinnati, Ohio 45237: Pampers Pamphlet, Professional Service Division, Proctor and Gamble Distribution Co., 2150 Sunnybrook Drive, 1972. Free.

Chats with Parents...Childrens Fears. Morgantown, West Virginia 26506: Cooperative Extension Service, West Virginia University.

Chats with Parents...Routines and Habits. Misc. Pub. 341. Morgantown, West Virginia 26506: Cooperative Extension Service, West Virginia University.

Chats with Parents...Routines - Bathing and Dressing. Misc. Pub. 343. Morgantown, West Virginia 26506: Cooperative Extension Service, West Virginia University.

Children's Bureau Publications. Washington, DC: U.S. Department of Health, Education, and Welfare.
- #391 When Your Baby is On the Way.
- #400 Your Baby's First Year.

Chromosome 21 and Its Association with Down's Syndrome . White Plains, New York 10601: The National Foundation, March of Dimes, Box 2000.

Genetic Counseling. 59-128. White Plains, New York 10602: The National Foundation, March of Dimes, Box 2000.

Facts About Sickle-Cell Anemia. 59-130. White Plains, 10602: The National Foundation, March of Dimes, Box 2000.

First 18 Months: From Infant to Toddler. New York, New York 10017: Parents' Magazine, 52 Vanderbilt Avenue.

First Steps, First Words. New York, New York 10017: Parents' Magazine, 52 Vanderbilt Avenue.

Happy Mealtimes for Your Baby. New York, New York 10022: Beech Nut Foods, Consumer Correspondence Dept., Beech Nut Baby Foods, 460 Park Avenue. FREE.

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Instructions for Breast Feeding. Evansville, Indiana 47721: Mead Johnson & Co., FREE.

Johnson & Johnson, New Brunswick, New Jersey, 1967.
A Safer World for Babies and Toddlers.
Baby's Eating and Sleeping Habits.
Keeping Baby Clean.
When Baby is Ill.

March of Dimes. White Plains, New York 10602: The National Foundation, Box 2000.
#54-6-28 Veneral Disease and Birth Defects.
#54-6-25 Prenatal Care to Prevent Birth Defects.
#59-98 Travel Time: Nine Months.
#59-97 Confidential: Don't Get Hooked on Harmless Drugs.

Modern Methods of Preparing Baby's Formula. Ravenna, Ohio 44266: Mrs. Elaine Evans, Box 190, Evenflo Co., 1966. FREE.

National Dairy Council, Chicago, Illinois 60606: 111 North Canal St.
Feeding Little Folks.
Feeding Your Baby at Your Breast.
Health for 'Tweens.
Food Before Six.
For Parents-to-Be.

Preparing Similac Infant Formula for Your Baby. Columbus, Ohio 43216: Ross Laboratories, 625 Cleveland Avenue.

Public Affairs Pamphlets, New York, New York 10061: 22 E. 38th St.
#157 Making the Grade as Dad.
#713 So You Want to Adopt a Baby.
#274 You and Your Adopted Child.
#353 Your New Baby.
#376 Nine Months to Get Ready.

Rubella Robs the Cradle. White Plains, New York 10062: The National Foundation, March of Dimes, Box 2000.

Sleeping and Eating Habits. New Brunswick, New Jersey 08903: Johnson and Johnson, Baby Products Company, 501 George St., 1974.

Sleeping Habits. New York, New York 10016: Ottawa Canada, Mental Health and Information Services Divisions of the Dept. of National Health and Welfare, Human Relations Aids, 419 Park Avenue, South, FREE.

RESOURCES (Continued)

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Tay-Sachs Disease. White Plains, New York 10602: The National Foundation, March of Dimes, Box 2000.

Unprescribed Drugs and Birth Defects Prevention. White Plains, New York 10602: The National Foundation, March of Dimes, Box 2000.

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Growth in the First Year, Infant Care and Development. New York, New York 10020: McGraw Hill Films, 1221 Avenue of the Americas.

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Beginning a Family.
Emotional Impact.
Have a Healthy Baby.
Healthy Mother, Healthy Baby.
Preparing for Birth.

Understanding Parenthood: The Economics of Parenthood Series:
Baby Begins to Grow.
Now There are Three.
Nine Months to Grow.

Understanding Parenthood: Family Relationship Series:
Expectations Versus Realities.
Differences Great and Small.

Understanding Parenthood: The Growing Parent Series:
Belonging to the Community.
Communication--The Key to Growth.
New Responsibilities, New Strengths.
Opportunities for Self-Understanding.

Mental Health Film Library, Columbus Ohio 43215: Division of Mental Hygiene, 1210 State Office Building, 65 South Front Street.
Baby Meets His Parents.
Know Your Baby.

Preparation for Motherhood. New York, New York 10023: Playtex Corp. Distributed by Audiovisual School Service, P.O. Box 873.

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Bathing the Baby. New York, New York 10016: Johnson's Wall Chart, Johnson and Johnson, Instructional Laboratories, Inc., 200 Madison Avenue.

Baby's Social and Emotional Growth Poster (7 mos. - 1 yr.). Cincinnati, Ohio 45201: Pampers, Proctor and Gamble Co.

Baby Care with a Touch of Love. Johnson & Johnson, Programmed Learning Kit.

Baby's Prenatal Growth. Cincinnati, Ohio 45201: Pampers Poster #1, The Proctor and Gamble Co.

EXPECTATIONS OF A TODDLER
"THE TERRIBLE TWOS AND TRUSTING THREES"

Suggested Time: Two 2-hour sessions

Course Description: What is a toddler? This class is designed to help you understand a toddler. His/her emotional, physical, social, and intellectual development will be discussed as well as anticipations from a toddler.

Topical Outline:

I. Developmental task
  A. Physical skills
  B. Daily routine
    1. Rest
    2. Activities
    3. Play
  C. Appropriate to stage of motor development
  D. Aware of dangerous situations
    1. Hot
    2. Electrical outlet
    3. Poisons
    4. Knives
    5. Medicines
    6. Cleaning supplies
    7. Spray containers
  E. Wants to please others
  F. Expresses emotions
  G. Communicates effectively
  H. Family participation
  I. Good eating habits
  J. Needs
    1. Positive direction
    2. Love
    3. Security
    4. Understanding

II. Physical development
  A. Two year olds
    1. Abdomen protrudes
    2. Tries to put on shoes
    3. Can remove clothes
    4. Begins elimination control
    5. Limited vocabulary
    6. Activities
      a. Large muscles
      b. Tumbles
      c. Runs
      d. Falls often

7. Eating behavior
    a. Appetite decreases
    b. Needs assistance to eat
8. Requires a lot of sleep
9. Scoots down stairs
10. Begins to use both feet on each stair
11. Motor ability increased
12. Handicaps

B. Three year olds
1. Legs grow
2. Washes face and hands
3. Begins to dress self
4. Combs hair
5. Go to bathroom alone
6. Vocabulary triples
7. Activities
    a. Throws overhand
    b. Motion toys
        (1) Trains
        (2) Trucks
        (3) Battery operated
8. Alternates feet up and down stairs
9. Walks on tip toes
10. Eating behavior
    a. Mastering utensils
    b. Spills sometimes
    c. Quite skillful at feeding self
11. Afternoon nap may be eliminated
12. Loses baby chubbiness
13. Quest for new experiences
14. Likes tricycles and gym equipment
15. Stands on one foot
16. Handicaps

III. Emotional development

A. Two year olds
1. Express love and affection
2. Violent outburst occuring less frequently
3. Less self centered
4. Negativism at 2½
5. Stubborn often
6. Violent and noisy
7. Very jealous
8. Peace then rebelling
9. Contrary
10. Emotionally unpredictable
11. More sure of self

B. Three year olds
  1. Cooperative
  2. Considerate
  3. Temper outburst less frequent
  4. Peak of jealousy emotion
  5. Sympathetic
  6. Tries to comfort
  7. Learns way to control emotions
  8. Envy
  9. Boredom
  10. Humor
  11. Express emotions
  12. Sibling rivalry
  13. Affection to
    a. Pets
    b. Outside relationships
  14. Develops some self-discipline

IV. Social development
A. Two year old
  1. Friendly
  2. Outgoing
  3. Children play beside instead of with
  4. Enjoys own family members
  5. Wary of strangers
  6. People treated as objects
  7. Observe other children
  8. Likes to please others
  9. Impatient and demanding
  10. Refuse to perform for one person and perform willing for another
  11. Learns about the rights of others
B. Three year old
  1. Child shares and assists
  2. Waits turn
  3. Learning to get along with others
  4. Talks all the time
  5. Uses names
  6. Likes to create and construct
    a. Crayons
    b. Pencils
    c. Clay
  7. Agreeable
  8. Makes friends easily
  9. Children play with each other

V. Intellectual development
A. Two year old
  1. Can communicate demands
  2. Little sense of time

    3. Good memory
    4. Differentiate between before and after
    5. Knows today
    6. Begins his/her imagination
    7. Make-believe world
    8. Very curious
    9. Explores everything
    10. Vertical and horizontal strokes
        a. Pencil
        b. Crayon
    11. Comprehends more than before

B. Three year old
    1. Follow directions and orders
    2. Can be reasoned with
    3. Remembers simple commands
    4. Uses
        a. Numbers
        b. Names
        c. Colors
    5. Knows age
    6. Recognizes
        a. Sizes
        b. Shapes
    7. Knows today and tomorrow
    8. Draws
        a. People
        b. House
    9. Match puzzle pieces
    10. Develops sense of responsibility

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Salk, Lee. What Every Child Would Like His Parents to Know. New York, New York: Warner Paperback Library, 1973.

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Your Children and Discipline. Columbus, Ohio: Ross Laboratories, Educational Services, Dept. 441, 625 Cleveland, Ave., May, 1975.

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The First Eighteen Months, A Time for Adventure. New York, New York 10017: Parents' Magazine, 52 Vanderbilt Ave. (filmstrip)

How the Average Child Behaves. New York, New York 10071: Child Development and Child Health Series, Parents' Magazine Films, Inc., 52 Straight St.

Food as Children See It. Minneapolis, Minnesota 55440: Consumer Center Film Library, 9200 Film Center, Box 1113. (film)

Ohio Department of Health, Division of Health Education, 450 E. Town Street, Box 118, Columbus, Ohio 43216.
Poisons Around the Home
Children At Play with Poison. (Films)

Terrible Twos and Trusting Threes. Morgantown, West Virginia 26506: Main Campus A-V Collection, Audio-Visual Library, Room 9, Woodburn Hall, West Virginia University.

When Should Grownups Help? Pittsburgh, Pennsylvania 15222: Modern Talking Pictures, 910 Pennsylvania Avenue. FREE LOAN.

TOILET TRAINING

Suggested Time: One 2-hour session

Course Description: This class will end the confusion and frustrations of toilet training of children. It will help establish when training should begin and explain the physical development to aid the **parents** while trailing the child.

Topical Outline:

I. Child's readiness for training
  A. Understanding of what's expected
  B. Muscular development to control
    1. Bowel muscles
    2. Bladder muscles
  C. Emotional readiness

II. Child's willingness and interest
  A. Physically
  B. Emotionally
  C. Trust in mother

III. Time of training
  A. Middle of second year
  B. Beginning of third year
  C. Bowel training end of first year

IV. Accidents
  A. Accepted calmly
  B. Discouraged reasonably
  C. Praise success
  D. Less frequent at 2½ years

V. Child's rebellion caused by
  A. Frustration due to
    1. Tense parents
    2. Anxious parents
  B. Enforced training
  C. Defiance

VI. Bowel training - (18 months)
  A. Occurs before bladder training
  B. Bowels
    1. Cause more pressure
    2. Regular times

VII. Bladder training
  A. Irregular times
  B. Affected by
    1. Amount of liquid consumed
    2. Temperature
    3. Excitement
    4. Approaching illness
    5. Size of bladder
  C. Awareness of eliminating

VIII. Procedures
  A. Has his/her own seat
  B. Place child on toilet near urinating time
  C. Leave on seat for few minutes
    1. Do not fasten in
    2. Do not leave alone
  D. Two-hour intervals
  E. Quick or slow process
  F. Never
    1. Scold for lack of success
    2. Force for lack of success
    3. Punish for lack of success
  G. Little interest, try later
  H. Lapse in training
    1. Treat with patience
    2. Look for reasons
  I. Good health habits after using the toilet
  J. Stool to reach sink
  K. Mirror for child to see himself/herself
  L. Towels within easy reach
  M. Compliment neat and clean efforts

IX. Training pants

X. Night training
  A. After staying dry during day
  B. Occasional accidents
  C. Accidents through preschool years

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Chapman, A. H. *The Games Children Play*. New York, New York 10016: Putman Co., 200 Madison Avenue.

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West Virginia Competency Based Curriculum Child Care. Ripley, West Virginia: West Virginia Vocational Curriculum Laboratory, 1977.

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Your Child and Discipline. Columbus, Ohio: Ross Laboratories Educational Services Department 441, 625 Cleveland Avenue, 1975.

ARTICLES

Brazelton, T. B. "How to Set Limits for Toddlers," *Redbook*, August, 1973.

KITS

Portage Guide to Early Education. Portage, Wisconsin 53901: Cooperative Education Service Agency, 12, 412 Slifer St., 1974.

HOW THE AVERAGE FOUR OR FIVE-YEAR OLD BEHAVES
"THOSE FRUSTRATING FOURS & FASCINATING FIVES"

Suggested Time: Two 2-hour sessions

Course Description: This course will explain the average expected behaviors of four and five year old children as well as their social, physical, emotional, ahd intellectual developments.

Topical Outline:

- I. Characteristics of Fours and Fives
  - A. Ask question
  - B. Need to explore
  - C. Observe
  - D. Opportunity to try out things
  - E. Develops muscle coordination
  - F. Wants to compete
  - G. Aggressive tendencies
  - H. Participating as a family member
  - I. Emotional expressions for variety of experiences
  - J. Handles potential danger situation
  - K. Eating behavior
    - 1. Masters good habits
    - 2. Taste new foods
    - 3. Attractive
      - a. Color
      - b. Temperature
      - c. Form
      - d. Texture
      - e. Taste
    - 4. Comfortable
      - a. Room temperature
      - b. Not too short
      - c. Clothing suitable
      - d. Relaxed atmosphere
      - e. Pleasant conversation
      - f. Cleanliness
      - g. Childsize portions
      - h. No arguments
      - i. Minimize table accidents
      - j. Ample time allowed
      - k. Amount consumed not forced
- II. Physical development
  - A. Large muscles develop
  - B. Opportunity to
    - 1. Run
    - 2. Climb

    - 3. Slide
    - 4. Jump
  - C. Gains control over muscles
  - D. Develops coordination
  - E. Performs
    - 1. Well in one skill
    - 2. Poorly in another skill
  - F. Skills appropriate to stage of motor development
  - G. Four year olds
    - 1. Dresses and cares for self
    - 2. Laces shoes
    - 3. Care of elimination (few accidents)
    - 4. Dexterity of fingers improves
    - 5. Afternoon nap eliminated
    - 6. Short interest span
    - 7. Increased independence
      - a. Feeding
      - b. Dressing
  - H. Five year olds
    - 1. Dress and undress self
    - 2. Definite likes and dislikes in clothes
    - 3. Rare elimination accidents
    - 4. Ties shoes
    - 5. Better appetite
    - 6. Fills mouth full
    - 7. Finishes what he/she starts (generally)
    - 8. Increased attention span
    - 9. Returns to uncompleted task
  - I. Handicaps

- III. Speech
  - A. Communicates effectively with
    - 1. Family members
    - 2. Increasing number of other people
      - a. Children
      - b. Adults
  - B. Four year olds
    - 1. Ask many questions
    - 2. Recognizes relationships
    - 3. States ideas
    - 4. Generalizes ideas
    - 5. Talks clearly
  - C. Five year olds
    - 1. Talks about baby speech habits
    - 2. Tells a long story
    - 3. Vocabulary increases greatly

IV. Emotional development
  A. Four year old
    1. Not as pleasant as at three
      a. Kicks
      b. Breaks things
      c. Throw things
      d. Argues
    2. More selfish
    3. Impatient
    4. Defiant
    5. Bossy
    6. Loving and affectionate
    7. Can't separate fantasy and fact
    8. Treated less like a baby
  B. Five year old
    1. Rather quiet
    2. Conforms
    3. Practical
    4. Sympathetic
    5. Serious
    6. More realistic, less fanciful
    7. Ask questions
    8. Wants information
    9. Wants supervision
    10. Sensitive to criticism
    11. Patient
    12. Generous

V. Social development
  A. Four year old
    1. Blames others for mistakes
    2. Peer interest
    3. Shares his/her toys
    4. Tells tall tales
    5. Bosses
  B. Five year old
    1. Wants supervision
    2. Ask permission
    3. Minds mother
    4. Accepts directions and instruction
    5. Outgoing and attracts
      a. Friends
      b. Playmates
    6. Prefers group play
    7. Talkative
    8. Sense of fairness
    9. Tells a story

VI. Intellectual development
   A. Attention span increases
   B. Concentration grows steadily
   C. Memory increases
   D. Abstract reasoning
   E. Comparative solutions
   F. Creativity expands
   G. Develops interest in
      1. Reading
      2. Art
      3. Music

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Food as Children See It. Minneapolis, Minnesota 55440: Consumer Center Film Library, 9200 Film Center, Box 1113. (film)

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FILMS (Continued)

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How the Average Child Behaves. New York, New York 10071: Child Development and Child Health Series, Parents' Magazine Films, Inc., 52 Straight St. (film)

SELECTING INFANT'S AND CHILDREN'S CLOTHES
'MY CLOTHES DON'T FIT"

Suggested Time: Two 2-hour sessions

Course Description: This class will explain what to look for when selecting clothes and shoes for infants and children. The discussion will include the effect clothes have on the child, safety in clothing, selection procedures, fabrics, fit, learning experiences for the child, dress-up clothes, grooming and the use of hand.

Topical Outline:

- I. Selecting Clothing
  - A. Color
  - B. Fads
  - C. Style
  - D. Cleanliness
  - E. Laundering
  - F. Maximum comfort
  - G. Recognize front and back
  - H. Front openings
  - I. Large neck openings
  - J. Elastic waist on pants, shorts
  - K. Pockets, buttons, snaps easy to reach
  - L. Suitable for activities
    - 1. Play
    - 2. Dress
    - 3. Sleep
  - M. Protects health
  - N. Trousers slip up and down easily
  - O. Large buttons for small fingers
  - P. Belts fasten in front
  - Q. Large easy zippers
  - R. Snaps operate easily
  - S. Allow self dressing
  - T. Suitable to weather
- II. Clothing affects
  - A. Moods
  - B. Activities
  - C. Boost morale
  - D. Peer acceptance
- III. Infant clothing
  - A. Snap crotches
    - 1. Easy dressing
    - 2. Quick diaper changes

- B. Easy on and off styles
- C. Stretch
  - 1. Movements
  - 2. Reaching
  - 3. Walking
  - 4. Stooping
  - 5. Crawling
- D. Reinforced areas
  - 1. Knees
  - 2. Elbows
- E. Adequate protection
- F. Safety

IV. Toddler clothing
- A. Desire to dress self
- B. Take off easily
- C. Provide practice skills
  - 1. Putting on clothes
  - 2. Removing clothes
- D. Frustration
  - 1. Difficult to handle
  - 2. Can't reach opening
    - a. Shoulders
    - b. Back
  - 3. Impatient with clothes
- E. Freedom of movement
- F. Construction durable
- G. Washable

V. Safety in Clothing
- A. Bright colors, easily seen
- B. Button, snap, belts secure
  - 1. Prevent pull off
  - 2. Putting in mouth
- C. Belts, ties, sashes, drawstrings
  - 1. Attached to garment
  - 2. When untied, doesn't drag
  - 3. Choke, trip, cut off circulation
- D. Fire resistant

VI. Fabric and Notions
- A. Washable
- B. Easy to care for
- C. Wear well
- D. Color child enjoys
- E. Careful of
  - 1. Zippers
  - 2. Buttons
  - 3. Pockets
  - 4. Bows
  - 5. Borders

F. Stretch
G. Light weight
H. Absorbent

VII. Fit
A. Comfortable
B. Hazards
1. If too large
2. If too small
C. Outgrow quickly
1. Limited wardrobe
2. Maximum wear
D. Stretch fabrics
E. One piece dress without definite waist
F. Elastic waistbands
G. Adjustable straps
H. Two piece garments
I. Deep hems, grow tucks
J. Fullness
1. Knees
2. Elbows
3. Shoulders
K. Coats, jackets, sweaters
1. Fit smoothly over clothes
2. Doesn't bind over clothes
L. Underwear
1. Fits smoothly
2. Doesn't bind
3. Soft, absorbent

VIII. Shoes
A. Proper fit
1. Develop motor skills
2. Stability for balance
3. Comfort
4. Development of feet
B. Crawling
1. Soft shoes
2. Socks
C. Walking
1. Hard shoes
2. High tops
D. Measurements
1. Shoes
a. 1/4 inch wider than foot
b. 1/4 - 1/2 inch longer than foot
2. Socks
a. 1/2 inch longer than foot
b. Easy to pull on
E. Selecting shoes
1. Built in support
2. Check sizing every three or four months

      3. Outside support
      4. Allow growth
      5. Tough materials
      6. Sturdy construction
      7. Soles
         a. Thick
         b. Wear reasonable length of time

IX. Hand Me Downs
   A. Never on shoes
      1. Too short, long
      2. Too narrow, wide
      3. Take shape of wearer
         a. Uncomfortable for second wearer
         b. Don't fit the second wearer's foot spacing
   B. Clothes
      1. Check fit
      2. Style
      3. Add notions to clothes for newness
         a. Applique
         b. Bows
         c. Trim
         d. Belt
      4. No problem with
         a. Underwear
         b. Boots
   C. Sibling rivalry

X. Learning Experience for Children
   A. Sense of touch
   B. Dexterity
   C. Coordination skills
   D. Manipulation
   E. Variety of closures
   F. Coordination of colors
   G. Shapes
   H. Motion
      1. Open, shut
      2. Up, down
   I. Numbers, letters

XI. Dress-up clothes
   A. Dramatic play
   B. Role change
   C. Make believe

XII. Grooming
   A. Pride in appearance
   B. Mirror
   C. Neatness
   D. Cleanliness before meals

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PAMPHLET

Convenience Clothing and Closures (CC5-6). New York, New York 10022: Talon Consumer Education, 41 East 51st St.

ARTICLES

"Clothing for Children," What's New in Home Economics, November, 1969.

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WALL CHART

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WHAT TO LOOK FOR
IN NURSERY AND DAY CARE CENTERS

Suggested Time: Two 2-hour sessions.

Course Description: This course will explain the advantages of nursery and day care centers, the characteristics to look for in selecting a center, and the role of the parents in placing your child in a nursery or day care center.

Topical Outline:

I. Advantages for a child in a good nursery school
  A. Encourages awareness of others rather than self
  B. Reduces sibling rivalry
  C. Experiences life away from family
  D. Routine of going to school
  E. Child given self-identity
  F. Promotes self-reliance
  G. Child allowed to function developmentally
  H. Child stimulated toward next developmental stage
  I. Child's language developed
  J. Exposure to
    1. Books
    2. Art
    3. Play materials
  K. Teaches good manners
  L. Teaches consideration for rights of others

II. Characteristics of Nursery/Day-Care Center
  A. Source(s) of children
  B. Number of children
  C. Ages of children
  D. Information about school available to parents
  E. Children arrival time
  F. Transportation of children
  G. Storage of children's wraps
  H. Room arrangement
    1. Art area
    2. Music and rhythm area
    3. Play area
    4. Quiet and rest area
    5. Large muscle activity area
    6. Eating area
    7. Story area
  I. Activities
    1. Ample time allowed
    2. Not interfered with

3. Quiet and strenuous
4. Indoor and outdoor
5. Promote and support development
   (a) Physical
   (b) Social
   (c) Emotional
   (d) Mental
6. Music
   (a) Singing
   (b) Playing
   (c) Listening
   (d) Moving to music
      (1) Body movements
      (2) Facial expressions
7. Make believe
8. Science
9. Building
10. Art
   (a) Drawing
   (b) Pasting
   (c) Printing
   (d) Cutting
   (e) Molding
   (f) Folding
   (g) Painting
      (1) Finger
      (2) Brush
   (h) Coloring
      (1) Chalk
      (2) Crayons
11. Literature
   (a) Nursery rhymes
   (b) Fables
   (c) Fairy tales
   (d) Animal tales
   (e) Information stories
   (f) Reciting stories
   (g) Reading
   (i) Creating stories

J. Available equipment
K. Source of play equipment
L. Health and Safety precautions
M. Methods of
   1. Children responsibility
   2. Behavior and activity responsibility
   3. Observation
   4. Obtaining information on children
   5. Evaluation
N. Schedule of School

- O. Atmosphere
    - 1. Calm
    - 2. Unhurried
    - 3. Friendly
    - 4. Soft speech
    - 5. Quiet movements
- P. Meals and/or refreshments
    - 1. Nutritious
    - 2. Stimulate appetite
    - 3. Simply prepared
    - 4. Small portions
    - 5. Colorful
- Q. Direction or suggestions
    - 1. Positive way
    - 2. Few words
    - 3. Confident and firm tone of voice
- R. Respects child's personality
- S. Avoids displaying too much affection to any one child
- T. Opportunity to
    - 1. Make decisions
    - 2. Participate in large group activities
    - 3. Participate in small group activities
    - 4. Have clean-up periods

III. Children's individual differences
- A. Physical limitations
- B. Mental limitations

IV. Emergency plan for removing children from building

V. Minimize waste and maximize use of materials

VI. School stimulates attitude of learning

VII. Indoor and outdoor space sufficient to
- A. Prevent injury
- B. Play undisturbed

VIII. Toilet facilities located nearby

IX. Use of discipline

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Leeper, Sarah Hammond, Ruth J. Dales, Dora Sikes Shipper, and Ralph L. Witherspoon. Good Schools For Young Children. New York, NY 10022: MacMillan Publishing Co., Inc., 866 Third Ave., 1974.

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Moore, Eva. Seabury Cookbook for Boys and Girls. Seabury, 1969.

Nicholas, Nell B. Let's Start to Cook. Doubleday, 1966.

One Pinch of Sunshine, One-Half Cup of Rain, Natural Food Recipes for Young People. Atheneum, New York, 1973.

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Day Care Center Enrichment Standards--Phases I & II. Charleston, West Virginia 25305: West Virginia Department of Welfare, License Specialist, 1900 Washington Ave. E.

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#310 How to Choose a Nursery School
#321 You and Your Child's School
#470 Day Care for America's Children

FILMS AND FILMSTRIPS

Day Care and Child Development Council of America filmstrips: New York, New York 10020: McGraw Hill Films, 1221 Avenue of the Americas.
The Child
Safety in the Day Care Center
Who Am I
The Child Learns
Choosing Toys and Activities
Sleeping, Eating and Toilet Training in the Day Care Center
Discipline and Punishment
Play and Peer Relations
The Importance of Play
Play and Learning About Oneself
Play and Self Expression
Play and Learning about the World
Play and Parent/child Relations
How Careful is Safe
The Explorer
Out in the Big World
Health and Safety

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When Should Grownups Help? Pittsburgh, Pennsylvania 15222: Modern Talking Pictures, 901 Pennsylvania Avenue. FREE LOAN.

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CHILDREN AND THEIR EMOTIONS

Suggested Time: Three 2-hour sessions

Course Description: This course will help one to deal with children and their emotions and the whys of behavior changes due to development and growth.

Topical Outline:

- I. Children's emotions differ from adults'
  - A. Violence
    - 1. Little effort to control emotions
    - 2. Fights
    - 3. Outbursts
  - B. Aroused easily
  - C. Disappear quickly
  - D. Transitory
    - 1. Laughter to tears
    - 2. Fear to curiosity
    - 3. Love to hate

- II. Typical Emotions
  - A. Unpleasant
    - 1. Anger
      - a. Temper tantrum
        - (1) Kick
        - (2) Stamp feet
        - (3) Jump up and down
        - (4) Scream
        - (5) Throw him/herself on the floor
        - (6) Hold breath
        - (7) Pound
        - (8) Throw
        - (9) Bite
        - (10) Sob uncontrollably
      - b. Sulking
      - c. Pouting
      - d. Brooding
      - e. Fussiness
      - f. Quarreling
      - g. Frustrations
    - 2. Fear
      - a. Frightening experience
      - b. Unexpected or sudden happening
      - c. Animals
      - d. Being dropped
      - e. Left alone

      - f. Falling
      - g. Strangers
      - h. Loud noises
      - i. Strange places
      - j. Immunizations
      - k. Storms
      - l. Dark
      - m. New experiences
    - 3. Shyness
    - 4. Jealousy
  - B. Pleasant
    - 1. Happiness
    - 2. Affection
      - a. Expressions
        - (1) Patting
        - (2) Hugging
        - (3) Kissing
      - b. Family
      - c. Animals
      - d. Peers
      - e. Adults
      - f. Children
    - 3. Curiosity
      - a. Nature
        - (1) Weather
        - (2) Solar system
        - (3) Plants
        - (4) Animals
      - b. Science
        - (1) How things work
          - (a) Clock
          - (b) Bells
          - (c) Lights
        - (2) Noises of items
          - (a) Automobiles
          - (b) Machinery
      - c. Birth and Death
      - d. Own bodies
      - e. Opportunity to explore
      - f. Play make-believe

- III. Effective use of emotions
  - A. Add pleasure to life
  - B. Aid in adjustments to life
  - C. Fear in the presence of danger
  - D. Eliminate outbursts
  - E. How to express emotions
    - 1. Natural way
    - 2. Socially approved
    - 3. Bottled up

- F. Child must have an outlet
    - 1. Verbally
    - 2. Physically
- G. Given techniques to deal with fear
- H. Tolerate frustrations

IV. Causes of emotions
- A. Fatique
- B. Poor health
- C. Association with
    - 1. Emotional people
    - 2. Constant criticism
    - 3. Unhappy people
    - 4. Overly ambitious people
    - 5. Nervous excitable people
- D. Thwarted desires
- E. Unprepared for situation
- F. Hunger
- G. Need physical cuddling for comfort
- H. Family disagreements or friction
- I. Neglect of
    - 1. Physical needs
    - 2. Emotional needs
- J. No rewards for
    - 1. Accomplishments
    - 2. Good behavior
- K. Insecurity
- L. Loneliness
- M. No playmates
- N. Home environment
    - 1. Basic trust need unsatisfied
    - 2. Great deal of parental supervision
    - 3. Detrimental to child's growth
- O. Exposure to violence on TV
- P. Lack of child interacting
- Q. Lack of acceptance feeling
- R. Forced to do something without explanations
- S. Lack of belonging
- T. Love and returned love

V. Well-adjusted children
- A. Balance between pleasant and unpleasant emotions
- B. Pleasant emotions outweigh unpleasant
- C. Tolerate situations which arouse unpleasant emotions
- D. Learn to effectively use emotions
- E. Express emotions in socially approved manner
- F. Acceptance includes
    - 1. Rights
    - 2. Privileges
    - 3. Responsibilities

G. Has warm and loving relationship with parents

VI. Overcoming the emotional problems

VII. Emotional influence of mealtime
  A. Comfortable
    1. Temperature
    2. Clothing suitable
  B. Relaxed
    1. No arguments
    2. Accidents in cooperative manner
    3. Distractions avoided
  C. Pleasant conversation
  D. Cleanliness
  E. Table manners
  F. Adequate time (not hurried)
  G. Settled down period before mealtime
  H. Food
    1. Attractive
    2. Child size portions
    3. Amount eaten not forced
    4. Served at correct temperature

VIII. Role of Fantasy

IX. Emotions expected at different development stages

RESOURCES

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Rasmussen, Margaret. Feelings and Learning. Washington, DC 20016: Association for Childhood Education International, 3615 Wisconsin Ave. NW, 1965.

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#141	*Enjoying Your Child--Ages 1, 2, and 3*
#144	*Understanding Your Child--From 6 to 12*
#155	*Mental Health is a Family Affair*
#234	*Coming of Age--Problems of Teenagers*
#239	*The Shy Child*
#247	*The Modern Mother's Dilemma*
#254	*Your Child's Sense of Responsibility*
#264	*Your Child's Emotional Health*
#274	*You and Your Adopted Child*
#282	*The Unmarried Mother*
#285	*Your Child's Friends*
#293	*The Only Child*
#323	*Children and TV*
#352	*Serious Mental Illness in Children*
#357	*What Should Parents Expect from Children*

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When Your Child is Unruly. Columbus, Ohio 43216: Ross Laboratories, Educational Services, Dept. 441, 625 Cleveland Avenue, December, 1974.

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Your Child's Fears. Columbus, Ohio 43216: Ross Laboratories, Educational Services Dept. 441, 625 Cleveland Avenue, 1971.

FILMS AND FILMSTRIPS

Emotional Development, Aggression. Oakmont, Pennsylvania 15139: Sterling Films, Box 273.

Forcing the Child to Fail from the Child's Relationship with the Family, Parents' Magazine, Inc. New York, New York: 52 Vanderbilt Avenue.

Influence on Children. New York, New York 10020: Set#2, Child Care and Development, McGraw Hill Films, 1221 Avenue of the Americas.

Mental Health Film Library. Columbus, Ohio 43215: Division of Mental Hygiene, 1210 State Office Building, 65 South Front St.

- Overdependency
- Aggressive Child
- Terrible Two's and Trusting Threes'
- Frustration Four's and Fascinating Fives
- Sociable Six to Noisy Nine
- Ten to Twelve
- He Acts His Age
- Answering the Child's Way
- Children's Emotions
- Children's Fantasies
- Sibling Relations and Personality
- Sibling Rivalries and Parents
- Helping the Child to Face the Don'ts
- Helping the Child to Accept the Do's
- Fears of Children
- Why Won't Tommy Eat?
- Your Children and You

RESOURCES (Continued)

FILMS AND FILMSTRIPS

Parents' Magazine films. New York, New York 10017: 52 Vanderbilt Avenue.
- How Feelings Grow
- Expressing Feelings
- How to Deal with Fear
- Love and Joy
- Anger and Sadness Series--The Development of Feelings in Children
- Stepping Stones of Development
- Who is the Abuser
- A Crippling Disease
- How the Average Child Behaves Ages 1-5
- The Understanding Early Childhood Series Ages 1-6
  1. The Development of Feelings in Children
  2. Preparing the Child for Learning
  3. The Child's Relationship with the Family
  4. The Child's Point of View
- Children in Crises Series
  1. Child Abuse and Illness
  2. Death
  3. Divorce and Separation
  4. Treatment and prevention
- Love and Independence
- The Need for Attention

Steps in Baby's Physical Maturation and Motor Control and Baby's Mental Growth (Birth-6 mos.) & (7 mos.-1 year). Cincinnati, Ohio 45201: Pampers, Proctor and Gamble, Co.

KIT

Baby Care with a Touch of Love. Johnson and Johnson, Programmed Learning Kit.

ARTICLES

Banville, Thomas. "Listening to Heart Beats," Early Years, October, 1973.

Barman, Alicerose and Lisa Cohen. "Teaching Children Right from Wrong," Parents Magazine and Better Homemaking, December, 1974.

Brazelton, T.B. "How to Set Limits for Toddlers," Redbook, August, 1973.

Church, Joseph. "Understanding Your Child from Birth to Three," A Guide to Psychological Development. New York, New York: Random House, 201 E. 50th Street, 1973.

RESOURCES (Continued)

ARTICLES (Continued)

Fincher, Jack. "How to Talk to Your Children," McCalls, January, 1971.

Moyer, Joan and Jean Kunz. "Trust is Everything," Young Children, January, 1975.

Nicolaysen, Mary. "Do's and Don'ts for Preschoolers," Parents' Magazine, April, 1973.

Parks, Barbara. "Make Room for Responsibility," Parents' Magazine, October, 1973.

Rand, Flora. "How to Get Through to Your Child," Coronet, February, 1972.

Salk, Lee. "Which Decisions Parents Should Allow Children," Today's Health, June, 1973.

Spock, Benjamin. "Helping Children Get Along with Friends and Neighbors," Redbook, Vol. 142, April, 1974.

DISCIPLINE FOR YOUR CHILD

Suggested Time: Two 2-hour sessions

Course Description: How should one discipline a child? Where does praise fit into discipline? During this class, you will develop an increased awareness of factors which affect children's behavior and attitudes.

Topical Outline:

- I. Common forms of discipline
  - A. Authoritarian
  - B. Democratic
  - C. Permissive

- II. Elements of good discipline
  - A. Educational
  - B. Rewarding
  - C. Punishment
  - D. Carry out threats and promises
  - E. Consistent

- III. Punishment
  - A. Satisfactory
    - 1. Amends for behavior
    - 2. Deprived of social contacts
    - 3. Deprived of treat
    - 4. Remove privileges
    - 5. Give warning with limitations
    - 6. Explain anger or disappointment
    - 7. Relates to misbehavior
    - 8. Deterrent to further misbehavior
  - B. Unsatisfactory
    - 1. Spanking
      - a. Stick
      - b. Hairbrush
      - c. Shoe
      - d. Strap
    - 2. Scolding
    - 3. Nagging
    - 4. Slapping
      - a. Face
      - b. Hands
    - 5. Washing mouth with soap
    - 6. Locking up
    - 7. Sending to bed

IV. Inappropriate methods
    A. Effect upon child's ability
    B. Ability to conform in the future

V. Reasons for misbehavior
    A. Ignored
    B. Neglected
    C. Humiliated
    D. Rigid punishment

VI. Parents attitudes
    A. Overcome child's behavior by
        1. Praise for good behavior
        2. Treat for good behavior
        3. Gift for good behavior
        4. Trying to get child to do something they have never done before
        5. Trying to get child to stop doing something which is troublesome
        6. Ignore behavior and reward something else the child is doing
        7. Give them something to distract their attention

VII. Reward vs. Bribe

VIII. Importance of good discipline
    A. Welfare of the child
    B. Feels no one cares what child does
    C. Kindly administered but firmly
    D. Child's mistake should be a learning experience

IX: Discipline vs. Punishment

RESOURCES

BOOKS

Brisbane, Holly E. The Developing Child (2nd edition). Peoria, Illinois: Charles A. Bennett Co., Inc., 809 Detweiler Drive, 1971.

Chapman, A. H. The Games Children Play. New York, New York 10016: Putnam Co., 200 Madison Avenue.

Church, Joseph."Understanding Your Child from Brith to Three," A Guide to Psychological Development. New York, New York: Random House, 201 E. 50th Street, 1973. (chapter 5)

Dinkmeyer and McKay. Step, Systematic Training for Effective Parenting. Circle Pines, Minnesota: American Guidance Service, Inc.

Dreikurs, Rudolph. Coping with Children's Misbehavior. New York, New York: Hawthorn Books, 260 Madison Avenue, 1972.

Dreikurs, Rudolph. Logical Consequences. Chicago, Illinois: Alfred Adler Institute, 110 S. Dearborn.

Dreikurs, Rudolph and Pearl Cassel. Discipline without Tears. Chicago, Illinois: Alfred Adler Institute, 110 S. Dearborn.

Duvall, Evelyn Millis. Family Living. New York, New York 10022: MacMillan Publishers, 866 Third Avenue, 1961. (chapter 17)

Fraiberg, Selma. The Magic Years. New York, New York: Scribner Sons, 1959. (pp. 244-264.

Gordon. P.E.T. Parent Effectiveness Training. Bergenfield, New Jersey 07621: New American Library, Inc., P.O. Box 999.

Hobbie, Debbie. Tantrums. Morgantown, West Virginia: Cooperative Extension Work in Agriculture and Home Economics, West Virginia University, April, 1967.

Hunter, Madeline and Paul V. Carlson. Improving Your Child's Behavior. Glendale, California 91201: Bowmar Publications, 622 Rodier Drive, 1971.

Hurlock, Elizabeth. Child Growth and Development (4th edition). New York, New York 10020: McGraw Hill Book Co., 1221 Avenue of the Americas, 1970. (chapter 21)

Mussen, Paul Henry, John Janeway Conger and Jerome Kagan. A Child Development and Personality. New York, New York 10022: Harper and Row, 10 East 53rd St., 1963. (chapter 9)

RESOURCED (Continued)

BOOKS (Continued)

Ridenour and Johnson. Some Special Problems of Children Aged 2 to 5 Years. New York, New York: Child Study Association Publishers, 1966.

West Virginia Competency Based Child Care Curriculum. Ripley, West Virginia: Vocational Curriculum Laboratory, 1977.

PAMPHLETS

Changing Behavior through Positive Reinforcement from Handbook for Family Day Care Workers. Nashville, Tennessee 37203: Demonstration and Research Center for Early Education, John F. Kennedy Center for Research on Education and Human Development, Georgia Peabody College for Teachers, 1971. (free)

A Guide to Discipline. Washington, D.C. 20009: National Association for the Education of Young Children. 1834 Connecticut Avenue, NW.

Public Affairs Pamphlets. New York, New York 10061: 22 East 38th Street.
#154 - How To Discipline Your Child
#264 - Your Child's Emotional Health

What About Discipline? Cambridge, Massachusetts 02138: Education Center, 15 Mifflin Place, 1974.

When Your Child is Contrary. Columbus, Ohio 43216: Ross Laboratories, Educational Services, Department 441, 625 Cleveland Avenue, September, 1974.

When Your Child is Unruly. Columbus, Ohio 43216: Ross Laboratories, Educational Services, Department 441, 625 Cleveland Avenue, December, 1974.

Your Children and Discipline. Columbus, Ohio 43216: Ross Laboratories, Educational Services, Department 441, 625 Cleveland Avenue, May, 1975.

FILMS AND FILMSTRIPS

Emotional Development, Agression. Oakmont, Pennsylvania 15139: Sterling Films Box 273.

Discipline and Punishment. New York, New York 10020: Day Care and Child Development Council of America, McGraw Hill Films, 1221 Avenue of the Americas.

How the Average Child Behaves. New York, New York 10071: Child Development and Child Health Series, Parents' Magazine Films, Inc., 52 Straight St.

RESOURCES (Continued)

ARTICLES

Banville, Thomas. "Listening to Heart Beats," Early Years, October, 1973.

Brazelton, T. B. "How to Set Limits for Toddlers," Redbook Magazine, August, 1973.

Nicolaysen, Mary. "Do's and Don'ts for Preschoolers," Parents' Magazine, April, 1973.

DAILY DISAGREEMENTS

Suggested Time: Three 2-hour sessions

Course Description: This course will explain some of the reasons and causes for daily disagreements between children and between children and their parents.

Topical Outline:

- I. Factors that contribute to behavior
  - A. Tired
  - B. Hungry
  - C. Poor health
  - D. Association with emotional people
  - E. Harbour thwarted desires
  - F. Unprepared for situation
  - G. Not having a place to call his/her own
  - H. Crowded living conditions
  - I. Inadequate play materials
  - J. Inadequate reading materials
  - K. Noisy and cluttered surroundings
  - L. Family disagreements
  - M. Exposed to violence on television
  - N. Strict discipline and/or no discipline
  - O. Feeling of being loved/unloved
  - P. Strictly enforced routines
  - Q. Permissive or inexperienced babysitter
  - R. Dirty, unsanitary house
  - S. No play yard
  - T. Lack of supervision
  - U. Boredom
  - V. Insecurity
  - W. Poor transition between activities

- II. Essential ingredients to happiness
  - A. Acceptance by others
  - B. Affection from others
    - 1. Discipline justified
    - 2. Love and security
      - a. Praised for
        - (1) Accomplishments
        - (2) Displaying courage
      - b. Pleasant early association with
        - (1) People
        - (2) Adults
        - (3) Family
        - (4) Neighborhoods
      - c. Encouraged to
        - (1) Participate in chores
        - (2) Do things for self
        - (3) Choose what child wants to do

- d. Freedom from
  - (1) Tension
  - (2) Too much excitement
  - (3) Fatique
- e. Association with
  - (1) Physical cuddling and/or contact
  - (2) Warm and loving parents
  - (3) Calm people
  - (4) Basic trust
- f. Understanding of inner feelings of hostility

- C. Achievements are satisfactory to the child
- D. Child's property
  - 1. Respected
  - 2. Shared
  - 3. Privacy
  - 4. Rights
  - 5. Privileges
  - 6. Responsibilities

III. Types of behavior problems
- A. Interferes with efficiency
- B. Interferes with physical well-being
- C. Interferes with social adjustments
- D. Attracts unfavorable attention
- E. Makes child feel inferior

IV. Parent' Attitudes
- A. Child is not willfully troublesome
- B. Expecting more from child than capable
- C. Positive or negative approach
- D. Justification that child will outgrow behavior
- E. Respond to crying
- F. Routines
  - 1. Minimize problems and confusion
  - 2. Require adjusting to meet needs of the child
  - 3. Should be flexible
  - 4. Strict
    - a. Produce nervous tension
    - b. Resentment in children
- G. Child allowed to share in family life
  - 1. Have good feeling about himself/herself.
  - 2. Have sense of achievement
  - 3. Have feeling of acceptance

V. Poor Home Environment
- A. Detriment to child's growth
- B. Open cuts and sores not healing
- C. Sleepy and tiredness of child

- D. Child looks pale and anemic
- E. Child seems very withdrawn
- F. Child doesn't seem to trust anyone
- G. Bruises, discolored marks
  - 1. Arms
  - 2. Legs
  - 3. Head
- H. Child frequently
  - 1. Screams
  - 2. Kicks
  - 3. Creates a scene to get attention

VI. Effects of working mothers

VII. Emotional influence of feeding techniques

VIII. Overcoming inappropriate behavior
- A. Why child clings to particular behaviors
- B. Help child become
  - 1. Aware of bad behavior
  - 2. Behave in a better way
- C. Encourage child to
  - 1. Want to change the behavior
  - 2. Replace the behavior beneficially
  - 3. Replace harmful and/or troublesome behavior with helpful behavior
- D. Make the new behavior
  - 1. Seem more attractive than old behavior
  - 2. Have praise associated with it
- E. Don't overlook lapses in behavior

RESOURCES

BOOKS

Brisbane, Holly E. The Developing Child. Peoria, Illinois: Charles A. Bennett Co., Inc., 809 Detweiller Drive, 1971.

Chapman, A. H. The Games Children Play. New York, New York 10016: Putnam Co., 200 Madison Avenue.

Dreikurs, Rudolph. Coping with Children's Misbehavior. New York, New York: Hawthorn Books, 260 Madison Avenue, 1972.

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Duvall, Evelyn Millis. Family Living. New York, New York 10022: MacMillan Publishers, 866 Third Avenue, 1961 (Chapter 17).

Gordon. P.E.T. Parent Effectiveness Training. Bergenfield, New Jersey 07621: New American Library, Inc., P.O. Box 999.

Hobbie, Debbie. Tantrums. Morgantown, West Virginia: Cooperative Extension Work in Agriculture and Home Economics, West Virginia University, April 1967.

Hunter, Madeline and Paul V. Carlson. Improving Your Child's Behavior. Glendale, California 91201: Bowmar Publications, 622 Rodier Drive, 1971.

Hurlock, Elizabeth B. Child Growth and Development (4th edition). New York, New York 10020: Webster Division, McGraw Hill Book Co., 1221 Avenue of the Americas, 1970 (Chapters 17, 18, 19, 20).

Jorde, Paula. Living and Learning with Children. Rockville, Maryland 20852: Small Wonder Publications, 5862 Wicomico Avenue, 1974.

Mussen, Paul Henry, John Janeway Conger and Jerome Kagan. A Child Development and Personality. New York, New York 10022: Harper and Row, 10 East 53rd Street, 1963 (Chapter 9).

Ridenour, and Johnson. Some Special Problems of Children Aged 2 To 5 Years. New York, New York: Child Study Association Publishing, 1966.

West Virginia Competency Based Child Care Curriculum. Ripley, West Virginia: West Virginia Vocational Curriculum Laboratory, 1977.

RESOURCES (Continued)

PAMPHLETS

Changing Behavior through Positive Reinforcement--from A Handbook for Family Day Care Workers. Nashville, Tennessee 37203: Demonstration and Research Center for Early Education, John F. Kennedy Center for Research of Education and Human Development, Georgia Peabody College for Teachers, 1971. (free)

Chat with Parents...Children's Fears. Morgantown, West Virginia 26505: Cooperative Extension Service, West Virginia University.

Chat with Parents...Routines and Habits. Morgantown, West Virginia 26505: Cooperative Extension Service, West Virginia University, Misc Pub. 341.

Chat with Parents...Routine - Bathing and Dressing. Morgantown, West Virginia 26505: Cooperative Extension Service, West Virginia University, Misc. Pub. 343.

A Guide to Discipline. Washington, D.C. 20009: National Association for the Education of Young Children, 1834 Connecticut Avenue, NW.

Murphy, Lois and Ethel Leeper. Away from Bedlam. Washington, D.C.: U.S. Department of Health, Education, and Welfare, Publication No. # (OCD) 73-1029, 1970.

Public Affairs Pamphlets. New York, New York 10061: 22 East 38th St.
#247 - The Modern Mother's Dilemma
#264 - Your Child's Emotional Health
#254 - Your Child's Sense of Responsibility
#323 - Children and TV
#357 - What Should Parents Expect from Children

When Your Child is Contrary. Columbus, Ohio 43216: Ross Laboratories, Educational Services, Dept. 441, 625 Cleveland Avenue, September, 1974.

When Your Child is Unruly. Columbus, Ohio 43216: Ross Laboratories, Educational Services, Dept. 441, 625 Cleveland Avenue, December, 1974.

Your Children and Discipline. Columbus, Ohio 43216: Ross Laboratories, Educational Services, Dept. 441, 625 Cleveland Avenue, May, 1975.

FILMS AND FILMSTRIPS

A Child's Point of View. New York, New York 10017: Parent's Magazine Films, Inc. 52 Vanderbilt Avenue.(filmstrip)

Emotional Development, Agression. Oakmont, Pennsylvania 15139: Sterling Films, Box 273. (film)

FILMS AND FILMSTRIPS (Continued)

Forcing the Child to Fail from the Child's Relationship With The Family. New York, New York 10017: Parents' Magazine, Inc., 52 Vanderbilt Avenue.(filmstrip)

How A Child Sees Himself. New York, New York 10017: Parents' Magazine Filmstrip, Inc., 52 Vanderbilt Avenue. (filmstrip)

How the Average Child Behaves from Child Development and Child Health Series New York, New York 10071: Parents' Magazine Films, Inc., 52 Straight St. (filmstrip)

I Am Lovable and Capable (IALAC Story). Niles, Illinois 60648: Argus Communications Filmstrip, 7440 Natchez.

Love and Independence. New York, New York 10017: Parents' Magazine Films, Inc., 52 Vanderbilt Avenue, 1975.

The Need for Attention. New York, New York 10017: Parents' Magazine Films, Inc., 52 Vanderbilt Avenue, 1975.

Why Won't Tommy Eat? Columbus, Ohio 43215: Mental Health Films Library, Division of Mental Hygiene, 1210 State Office Building, 65 South Front Street.

ARTICLES

Banville, Thomas. "Listening to Heart Beats," Early Years, October, 1973.

Barman, Alicerose and Lisa Cohen. "Teaching Children Right from Wrong," Parents' Magazine and Better Homemaking, December 1974.

Brazelton, T. B. "How to Set Limits for Toddlers," Redbook Magazine, August, 1973.

Fincher, Jack. "How to Talk to Your Children," McCall's, January, 1971.

Moyer, Joan and Jean Kunz. "Trust if Everything," Young Children, January, 1975.

Parks, Barbara H. "Make Room for Responsibility," Parents' Magazine, October, 1973.

Rand, Flora. "How to Get Through to Your Child," Coronet, February, 1972.

Salk, Lee. "Which Decisions Parents Should Allow Children," Today's Health, June, 1973.

Spock, Benjamin. "Helping Children Get Along with Friends and Neighbors," Redbook Vol. 142, April 1974.

DEALING WITH CHILD ABUSE AND NEGLECT

Suggested Time: Two 2-hour sessions

Course Description: This course will outline the steps which should be taken when you learn of a child who has been a victim of neglect or abuse. The types of abuse, the abusive parent, early signs of potential abuse, treatments of abuser and abused child, rights of child, Child Abuse Centers, and the child Child Abuse Act will be discussed.

Topical Outline:

- I. Types of abuse
  - A. Nutritional
  - B. Sexual
  - C. Emotional
  - D. Medical
  - E. Physical
  - F. Failure to thrive

- II. Observations
  - A. Bruises, welts, scars
  - B. Burns
  - C. Eye damage
  - D. Sores that haven't healed

- III. Legal steps
  - A. Reporting child abuse
  - C. Legal intervention

- IV. Abusive parent
  - A. Cycle of abuse
  - B. Repeat of parent's childhood
  - C. Perception of children
  - D. Family addition
  - E. Stress
    - 1. Job
    - 2. Family
    - 3. Economic
  - F. Treatment
    - 1. Psychotherapy
      - a. Counselor
      - b. Psychiatric
      - c. Psychologist
    - 2. Admitting abuse
    - 3. Crisis
    - 4. Social service
    - 5. Parent-child interaction groups
    - 6. Parents anonymous
    - 7. Untreatable family
  - G. Future of abusive families

V. Early signs
    A. When stress begins
    B. Negative attitudes of child
    C. Hyperactive, aggressive child
    D. Lack of trust feeling by child
        1. Older children
        2. Parent

VI. Discipline vs abuse

VII. Abused child treatment
    A. Psychotherapy
        1. Counselor
        2. Psychiatric
        3. Psychologist
    B. Play therapy
        1. Therapeutic
        2. Individual
    C. Withdrawn child
    D. Aggressive child
    E. Foster child program
    F. Institutional care
    G. Affect of child abuse on
        1. Child
        2. Siblings
        3. Parents
    H. Behavioral problems
    I. Emotional concerns

VIII. Rights of children
    A. Protection
    B. Providing for

IX. Child abuse center
    A. Purpose
    B. Location

X. Child Abuse Act

RESOURCES

BOOKS

Child Abuse, Psychiatric Nursing, Medical Electronic Educational Services, Inc. 1975.

Elmer, Elizabeth. Children in Jeopardy. 4th ed. Pittsburg: University of Pittsburg Press, 1977

Fontana, V.J. and D.J. Besharov. The Maltreated Child: The Maltreatment Syndrome in Children. 3rd ed. Springfield, IL: Bannerstone House, 301 E. Lawrence Ave., Springfield, IL 62703, 1977.

Franklin, A. W. The Challenge of Child Abuse. NY: The Academic Press, 1977.

Guidelines for Schools; To Help Protect Neglected and Abused Children. The American Humane Association, Children's Div., P.O. Box 1266, Denver, CO. 80201. 1971.

Helfer, R. E. and C. H. Kempe. The Battered Child, 2nd ed. Chicago: University of Chicago Press, 5750 Ellis Ave. Chicago, ILL 60637, 1974.

Helfer, R.E. and C. H. Kempe. Child Abuse and Neglect: The Family and the Community. Cambridge: Ballinger, 1976.

Herrmann, Kenneth J. I Hope My Daddy Dies, Mister. Philadelphia: Dorrance and Company, 35 Cricket Terrace, Ardmore, PA 19003, 1975.

Irvin, Theodore. To Combat Child Abuse and Neglect. Public Affairs Inc., 381 Park Ave., New York, NY 10016. 1974.

Justice and Justice. Abusing Family. Human Science Press, 1976.

Kempe, C. Henry, M.D. and Ray E. Helfer, M.D. Helping the Battered Child and His Family. J.B. Lippincott Co., 1974.

Kempe, Ruth S. and C. Henry Kempe. Child Abuse. Cambridge, MA: Harvard University Press, 79 Garden St., Cambridge, MA 02138. 1978 ($3.95)

Polansky, Norman and Carolyn Hally and Nancy Polansky. Profile of Neglect: A Survey of the State of Knowledge of Child Abuse. U.S. Dept. of Health, Education, and Welfare. Washington D.C. 20201. 1975.

Polansky, Norman, Christine Desaix, Shlomo Sharlin. Child Neglect: Understanding and Reaching the Parent. Child Welfare League of America, Inc., 167 Irving Place, New York, NY. 10003. 1972.

Rogers, Dale Evans and Frank S. Mead. Hear the Children Crying: The Child Abuse Epidemic. Old Tappan, NJ. 07675: Fleming H. Revell Co., 1978.

Thomas, Ellen, Norman Paget, Doris Bates, Morris Mesch, Theodore Putnam. Child Abuse, A Community Challenge. Children's Aides and Society for the Prevention of Cruelty to Children. 330 Delaware Ave., Buffalo, NY. 1971.

RESOURCES (Continued)

FILMS & FILMSTRIPS

Child Abuse & Neglect, Who Is The Abuser, Children In Crisis. Parents' Magazine Films, Inc. 52 Vanderbilt Ave., New York, NY. 10017. 1975.

ARTICLES

"A Call for Action on the Child Abuse Problem," Journal of Home Economics, American Home Economics Association, May, 1976. pp. 17-20.

"Child Abuse Problem" Journal of Home Economics, May 1976.

"Child Abuse: Tragic Problem", Parents' Magazine, March 1973. p. 20.

"Child Abuse and Neglect", U.S. Dept, of Health, Education & Welfare, Office of Human Dev./Office of Child Development, U.S. Govt. Printing Office, Washington D.C. Stock #1792-00015.

"One Woman's War Against Child Abuse:, Good Housekeeping, July 1975. p. 82.

"Tragedy of Joanne Bashold", Good Housekeeping, March, 1977.

"Winning the Battle Against Child Abuse", Forecast Magazine, May/June 1976 p. F46.

OTHER RESOURCES

American Humane Association, Childrens's Division, P.O. Box 1226, Denver CO. 80201.

Child Welfare League of America, 67 Irving Place, Ny, NY. 10003.

National Committee for the Prevention of Child Abuse, Suite 510, 111 E. Wacker Drive, Chicago, IL. 60601.

Parents Anonymous, Inc., 2810 Artesia Blvd. Redondo Beach, CA. 90278.

CARE OF THE SICK CHILD

Suggested Time: Two 2-hour sessions.

Course Description: This class will present the effects of people's attitudes, entertainment, patient's room, and nutrition on a sick child. The communicable disease, other diseases, allergies, their symptoms and recommended procedures will be discussed.

Topical Outline:

- I. Attitude of people
  - A. Calm
  - B. Unworried
  - C. Cheerful
  - D. Listen to patient
  - E. Avoid upsetting comments
  - F. Alleviate fears
  - G. Convey confidence
  - H. Curtail patient's health discussion

- II. Patient's diversions
  - A. Think of others in family
  - B. Interest in doing things
  - C. Speed up recovery

- III. Emotional difficulties
  - A. Conversations overheard
  - B. Not listening to patient
  - C. Unexplained symptoms

- IV. Physical difficulties
  - A. Loss of appetite
  - B. Temperature
  - C. Medication administered
  - D. Baths
  - E. Changing bed linens

- V. Entertainment
  - A. Preschool child
    - 1. Story reading
    - 2. Game partner
    - 3. Radio
    - 4. Television
    - 5. Writing paper
    - 6. Magazines, scissors, paste
    - 7. Spools, string, buttons
    - 8. Puzzles
    - 9. String macaroni

10. Costume jewelry
11. Photo albums
12. Soap bubbles
13. Household task
    a. Match socks
    b. Sort objects in drawers
    c. Discard outgrown clothes
14. Conversation
15. Crayons, coloring books
16. Clay, play-doh

B. Older children
   1. Welcomes opportunity to rest
   2. Out of school excitement
   3. Assign duties
      a. Medication time
      b. Juice periods
      c. Special foods or snack time
      d. Mother's laundry machine stopped
      e. When for mother to start dinner
      f. Address bill envelopes
   4. Reading
   5. Scrapbooks
   6. Photo albums
   7. Crossword puzzles
   8. Hobbies
      a. Sewing
      b. Macrame
      c. Model planes, boats, cars
      d. Knitting
      e. Crocheting
      f. Embroidery
      g. Stamp collections
   9. Family member time
      a. Cards
      b. Checkers
      c. Dominoes

VI. Patient's room
   A. Pleasant surroundings
      1. Appearance
      2. Comfort
      3. Equipment
   B. Room by self
      1. Temporary shift
      2. Inconvenience
   C. Quiet
   D. Close to bath
   E. Light airy room

F. Proper ventilation, temperature
  1. Comfort
  2. Clean, fresh air
  3. Proper moisture
    a. Pans of water
    b. Wet towels
    c. Vaporizer
G. Avoid floor obstacles to bath

VII. Nutrition
  A. Loss of appetite
  B. Don't force eating
  C. Extra fluids
    1. Water
      a. Crave with fever
      b. Induce vomiting
    2. Juice
  D. Basic four requirements met
  E. Family meals around patient's food likes
    1. Casseroles
    2. Pudding
    3. Gelatin
    4. Stews
    5. Soups

VIII. Diseases
  A. Communicable diseases
    1. Measles
    2. Chicken pox
    3. Mumps
    4. Whooping cough
    5. Diphtheria
    6. Smallpox
    7. "Strep"
    8. Infantile paralysis
    9. German measles
  B. Other diesases
    1. Hepatitus
    2. Meningitis
    3. Rocky Mountain spotted fever
    4. Pink eye
    5. Scarlet fever
    6. Tetanus
    7. Rheumatic fever
  C. Symptoms
    1. Signs for
      a. Emotional problems
      b. Physical problems
        (1) Fever, cough, sneeze
        (2) High temperature, convulsions, drowsy
        (3) Sudden fever, chills, head and backache

        (4) Rash
        (5) Abdominal pain
        (6) Nausea
        (7) Earache, sore throat
    2. Require consultation with doctor
  D. Procedures for reporting and recording signs of illness

IX. Allergies

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FIRST AID AND EMERGENCY TREATMENT OFTEN NEEDED WITH LITTLE ONES

Suggested Time: Three 2-hour sessions

Course description: This class will present the proper way to handle emergencies, first aid treatment for common accidents involving children, the contents of the home first aid kit, and causes of childhood injuries.

Topical Outline:

I. Handling emergencies
   A. Remain calm
   B. Look at the situation
      1. Bleeding
      2. Unconscious
      3. Pain
      4. Awkward position
         a. Arm
         b. Leg
         c. Neck
      5. Burned
   C. Patient comfortable
      1. Avoid any movement
      2. Temperature
         a. Blanket
         b. Add coats for warmth
   D. Call for help
      1. Parents
      2. Neighbor
      3. Doctor
      4. Emergency service
      5. Ambulance
      6. Poison control center
      7. Give specific instructions
   E. Stay near injured patient
   F. Apply needed first aid

II. First aid treatment
   A. Minor cuts, abrasions
   B. Deep cuts, wounds
   C. Burns
   D. Nose bleeds
   E. Fainting
   F. Animal bite
   G. Insect bite
   H. Splinters
      1. Wood
      2. Glass
      3. Metal

I. Shock
J. Poison
K. Drowning
L. Labor of pregnant woman
M. Convulsions
N. Fractures, dislocations
O. Sprains
P. Bump or bruise
Q. Foreign bodies in
  1. Ears
  2. Nose
  3. Eyes
  4. Throat
R. Choking
S. Frostbite
T. Swallowed objects
U. Lice, fleas
V. Poison oak, poison ivy

III. First aid kit
A. Tight lid
B. Everyone knows where it is located
C. Out of reach for small children
D. Contents of kit

IV. Causes of childhood injury
A. Bathtub
B. Clutter on step
C. Cleaning supplies, household products
D. Poisonous plants
E. Safety hazards
  1. Sharp objects
  2. Plastic bags
  3. Untied shoes
  4. Clutter on floor
  5. Scatter rugs
  6. Small objects that can go in mouth
F. Drugs and medicines within reach of children
G. Vehicle oil and antifreeze products
H. Cologne, perfume
I. Glue
J. Lighter fluid
K. Nail polish, remover
L. Paint
M. Weed killer

V. Post phone numbers
A. Physician home
B. Physician office

C. Hospital
D. Poison control center
E. Ambulance, rescue
F. Fire department

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Accident Handbook, A New Approach to Children's Safety. Boston, Massachusetts 02115: Department of Health, Education and Welfare, Dell Publishing Co. Inc, The Children's Hospital Medical Center, 300 Longwood Avenue, 1966.

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Igel, Haller. First Aid. New York, New York 10016: Instructional Materials Laboratories, Inc. Johnson and Johnson, 200 Madison Avenue, 1972.

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How to Prevent Childhood Poisoning, a New Approach. Boston, Massachusetts: Dell Publishing Co., Health Education Dept., Childrens Hospital Medical Center, 300 Longwood Avenue, 1967.

In Case of Emergency. Seattle, Washington: North Pacific Bank Note Co., 1967.

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HAS YOUR CHILD BEEN SHOT--READINESS FOR SCHOOL
("I GET IT WHERE?")

Suggested Time: Two 2-hour sessions.

Course Description: This course will explain the immunizations necessary before your child may enter school. The emotional development, intellectual and social skills of the children who are ready for school will also be discussed.

Topical Outline:

- I. Immunizations
  - A. Protection
    - 1. Early in life
    - 2. Neglected
    - 3. Type of immunity
      - a. Passive
        - (1) Obtained from mother's blood
          - (a) Diptheria
          - (b) German measles
          - (c) Measles
          - (d) Mumps
          - (e) Poliomyelitis
          - (f) Scarlet fever
          - (g) Smallpox
          - (h) Tetanus
        - (2) Temporary immunity
        - (3) Injection of blood serum
      - b. Active
        - (1) Obtaining the disease
        - (2) Injected vaccine
    - 4. When should be obtained
  - B. Diseases
    - 1. Smallpox
    - 2. Diphtheria
    - 3. Polio
    - 4. Measles
    - 5. Tetanus
    - 6. Whooping cough
  - C. Administered by
    - 1. Single injection
      - a. Diptheria
      - b. Whooping cough
      - c. Tetanus
      - d. Smallpox
    - 2. Monthly intervals
    - 3. Booster shots
    - 4. Series

D. Contact with diseased person
1. Antibodies in self
2. Amount of exposure time
3. Individual is
a. Poorly nourished
b. Tired
c. Sickly
4. Amount of infection exposed to
E. Preschool requirements
1. Smallpox
2. Diphtheria
3. Whooping cough
4. Measles
F. Keeping records
1. School
2. Camp
3. College
4. Armed services
5. Foreign countries

II. Ready for School
A. Importance of early school experience
1. Hopes and expectations
2. Delusions
3. Eagerness to attend
4. Fears and feelings of inadequacy
5. Improper preparation
6. Dread of school
B. Adjustments
1. Break from home
2. New surroundings
3. New people
4. Required behavior
5. Ability to make adjustments
a. Intelligence
b. Home environment
c. Child's previous experiences
6. Variation in routines
C. Emotional tensions
1. Adjustments
2. Lack of experiences
3. General irritabilities
4. Loss of appetite and weight
5. Sleep difficulties
6. Nausea
7. Speech problems
a. Stuttering
b. Slurring
c. Stammering

D. Preschool training
   1. Nursery School
   2. Kindergarten
   3. Play with neighborhood children
   4. Sunday school
   5. Mother's observation of school routine
   6. Give and take situations

E. Social concerns
   1. Getting along with others
      a. Peers
      b. Teachers
   2. Stand on his/her feet
   3. Ridicule and being ignored
   4. Adults outside his/her family
   5. Exposure to all types of people
   6. Conforming to
      a. Appearance
      b. Behavior
      c. Wishes of majority
   7. Home environment
      a. Democratic
      b. Authoritarian
      c. Permissive

F. Discipline at school
   1. Home discipline
      a. Lax
      b. Strict
      c. Constant exceptions
      d. Inconsistant
   2. Rules at school
      a. Definite rights and wrongs
      b. No exceptions
      c. Can't do as he/she pleases
      d. Firmness

G. Intellectual concerns
   1. Concentration of attention
   2. Boredom
   3. Daydreaming and distractions
   4. Lack of interest
   5. Memorization
      a. Songs
      b. Poems
      c. Numbers
      d. Alphabet
   6. Reasoning
      a. Decisions
      b. Accepts majority decision

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YOUR CHILD'S TOYS, BOOKS, AND RECORDS

Suggested Time: One 2-hour session

Course Description: This class will help you understand the influences and effects that toys, books, and records have on your children. It will help determine if they are doing what they should.

Topical Outline:

I. Select toys
  A. Are not too complicated
  B. Fragile
  C. Difficult to handle
  D. Unsafe
    1. Squeakers removable
    2. Sharp wire in stuffed ears
    3. Spike in spin top
    4. Sharp keys on piano, horns, xylophone
    5. Straight pin
    6. Prongs
    7. Shatterable material
    8. Small enough to put in
      a. Ears
      b. Nose
      c. Mouth
    9. Toxic paint
    10. Flammable items
  E. Educational value
  F. Provide developmental learning
  G. According to child's age
    1. Mental ability
    2. Physical ability
    3. Social ability
  H. Outdoor toys
  I. Contribute to total growth

II. Child Protection and Toy Safety Act
  A. Manufacture
    1. Correct hazard
    2. Stop production
  B. Recourse
    1. Write FDA's Toy Review Committee
    2. Description of toy

III. Danger around the house
  A. Poisons
    1. Cleaning chemicals
    2. Drugs
    3. Paint and thinners
    4. Insecticides

- B. Matches
- C. Streets
- D. Open water

IV. Books

- A. Young childhood
  - 1. Small book easily handled
    - a. Large bright pictures
      - (1) People
      - (2) Animals
      - (3) Familiar household objects
  - 2. Short, simple stories
    - a. Not confusing
    - b. Not frightening
  - 3. Enjoys
    - a. Flow of sounds
    - b. Vocal inflections
    - c. Facial expressions
    - d. Fantasy
    - e. Western drama
    - f. Comics
    - g. New information
    - h. Humor
  - 4. Jingles and rhymes
  - 5. Identify with characters in stories
  - 6. Influences attitude and behavior
  - 7. Simple drawings
  - 8. Extends child's knowledge
  - 9. Understanding of
    - a. Human behavior
    - b. World about the child
  - 10. Appropriate story ending
- B. Late childhood
  - 1. Reading influenced by
    - a. Parents
    - b. Peers
    - c. Class values
  - 2. More realistic
  - 3. Enjoys
    - a. Adventure and violence
    - b. Love and glamour
    - c. Educational materials
  - 4. Doesn't like
    - a. Emphasis on description
    - b. Foreign scenes and customs
  - 5. Happy endings
- C. Development stages
  - 1. Six and seven year olds like
    - a. Nature

  b. Wind
  c. Birds
  d. Trees
  e. Flowers
2. Eight year olds like
  a. Fairy tales
  b. Fantastic imagination
  c. Stories of other lands
3. Nine year olds like
  a. Lose interest in fairy tales
  b. Boys prefer
    (1) Scout stories
    (2) Adventure
    (3) Comedies
    (4) Horror
    (5) Spook
4. Eleven year olds like
  a. Adventure
  b. Mysteries
  c. Boys prefer
    (1) Science
    (2) Inventions
  d. Girls prefer
    (1) Home life
    (2) School life
5. Twelve year olds like
  a. Legendary heroes
  b. Historical heroes
  c. Biographies
    (1) Great men
    (2) Great women
  d. Boys prefer
    (1) Invention
    (2) Athletics
    (3) Adventure
  e. Girls prefer
    (1) Home life
    (2) Boarding school
    (3) College life
    (4) Adventure
    (5) Nature
    (6) Bible stories
    (7) Romance and love

V. Music and records
  A. Develop sensitivity to
    1. Sound
    2. Variations
      a. Tones
      b. Rhythm
      c. Tempo
      d. Harmony

B. Experiment with
    1. Sound
    2. Tones
C. Instruments
    1. Drums
        a. Dramatic play
        b. Marching
        c. Rhythmic
    2. Cymbals
    3. Tambourines
    4. Rhythm blocks
    5. Rhythm sticks
    6. Rattles
    7. Home made
        a. Wooden box covered
        b. Cornmeal box
        c. Oatmeal box
        d. Salt box
        e. Cooking utensils (cymbals)
        f. Plastic lid with bells
        g. Pie pan with softdrink top
        h. Blocks with sandpaper
        i. Sticks
        j. Cylinder boxes with
            (1) Rice
            (2) Beans
            (3) Seeds
            (4) Corn
D. Developmental stages
    1. Two years
        a. Dances to radio
        b. Dances to phonograph
    2. Three years
        a. Watches phonograph
        b. Listens to phonograph
        c. Recognizes melodies
        d. May have favorite melody
    3. Four years
        a. Operate phonograph
        b. Experiment with piano
        c. Sing songs correctly
        d. Likes to dramatize songs
    4. Five years
        a. Pick out tunes on piano
        b. Learn to play familiar tunes
        c. Like to sing and dance to radio and phonograph
    5. Six years
        a. Enjoys own phonograph
        b. Experiments with record-player speeds

6. Seven years
    a. Wants piano lessons
    b. Wants dancing lessons
    c. Likes various percussion instruments
7. Eight years
    a. Practice desire dwindles
    b. Likes an audience
    c. Likes to play duets
8. Nine years
    a. Practices better
    b. Composes songs

E. Meet child's needs
1. Mental age
2. Physical age
3. Social age

F. Contribute to total growth

G. Provide activities and physical movements

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Taetzsch, Sandra Z. and Lyn Taetzsch. Pre-School Games and Activities. Belmont, California: Fearson Publishers, 6 Davis Drive, 1974.

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SCHOOL BEGINS AT HOME
WHEN AND WHERE DOES YOUR CHILD'S EDUCATION BEGIN?

Suggested Time: Two 2-hour sessions

Course Desciption: This course will help the parents discover the changes in education from the time they were children to the present day. Discussions will be held pertaining to the concerns parents have with the education their children are receiving. The class will show evidence that education of a child should begin in the home.

Topical Outline:

I. Value of play
   A. Practice skills
   B. Experiments
   C. Discovers
   D. Solve problems
   E. Imagination
   F. Creativity

II. Activities include
   A. Attention
   B. Memory
   C. Perception
   D. Reasoning
   E. Imagination
   F. Curiosity
   G. Sensory
   H. Motor
   I. Abstract

III. Language development
   A. Two years: 275-300 words
   B. Three years: 900-1,000 words
   C. Four years: Approximately 1,500 words
   D. Five years: Approximately 2,000-2,200 words
   E. Six years: Approximately 2,500 words

IV. Table manners
   A. Taste new foods
   B. Master utensils
   C. Cleanliness
   D. Politeness

V. Association with people and animals
   A. Family
      1. Brothers and sisters
      2. Mother and father

        3. Cousins
        4. Aunts and uncles
        5. Grandparents
        6. Pets
    B. Adults
    C. Children
    D. Interaction
        1. Children
        2. Parents
        3. Siblings
        4. Relatives
        5. Adults
        6. Pets
    E. Feeling
        1. Love
        2. Acceptance
        3. Security

VI. Parents
    A. Home most significant teacher
    B. Child's first teacher

VII. True education involves
    A. Family
    B. Community
    C. Friends
    D. School
    E. Church

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